



# Professional Learning Portal

## First Time User Registration

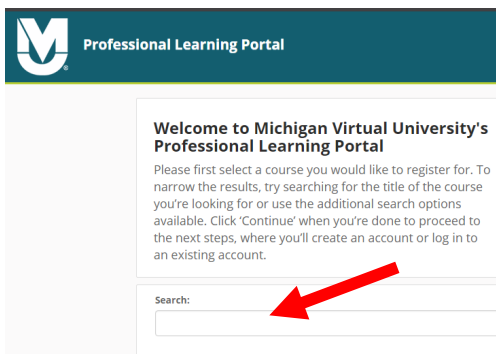
For the Professional Development Courses of the **GRACE Project**  
"Using Geographic Information Systems (GIS) in Your School and  
Community-MODULE 1: Introduction to Geographic Information  
Systems for Teachers"



**YOU MUST COMPLETE THIS REGISTRATION PROCESS BEFORE WEDNESDAY, APRIL 26, 2017**

This document provides first time user registration instructions on how to enroll in a course offered by *Michigan Virtual University*® for the purpose of obtaining SCECH credits and/or completing professional development requirements.

- 1 Open your browser and navigate to <https://plp.mivu.org/?c=12>



Type in the SEARCH box

- 2 "Using Geographic Information Systems (GIS) in Your School and Community-Module 1" and click Return



- 3 Review the basic course information . There is no cost for the **GRACE** courses. Select the **Full Description** button if additional information is needed.

Click the **Add** button next to the desired course. →



- 4 *Note: To return to the top of the page to view selected course(s), click the **Go to Cart** floating button.*



- 5 Once the "Using Geographic Information Systems (GIS) in Your School and Community-Module 1" course has been selected, click the **Continue** button within the Cart summary to continue with registration requirements.



## 6 Complete the **New Learner Registration** form located on the right side of the page.

**Note:** Date of Birth is a requirement for profile verification and to avoid duplicate accounts within the system.

Affiliation Type will be the entity in which you are assigned. Substitute teachers will select option 6 or 7 depending on the state in which they reside.

Click the **Save** button to complete the registration form.

**+ New Learner Registration**

(\*) First Name  (\*) Last Name

Middle Name  (\*) Date of birth

(\*) Email

MDE Certificate  PIC Code (REQUIRED TO EARN SCECHS)

For MDE Certificate Holders Only. [How do I find my PIC?](#)

(\*) Affiliation Type  (\*) Affiliation

Choose the affiliation that best describes you otherwise select Michigan or Non-Michigan Resident and then your county.

**Save**

**Congratulations!** You have successfully registered for a Professional Learning Portal account. **You will receive a confirmation email containing your system generated username and password.**

## 7 WHEN YOU RECEIVE THAT EMAIL...

1. Open a browser and type in <https://plp.mivu.org/?c=12> or just click on this link.

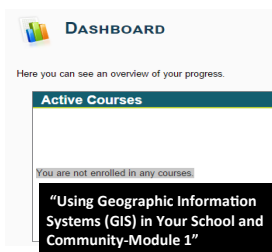
2. Click on the **Log In** at the upper right corner of the page...



3. Then enter your new **Login** information...

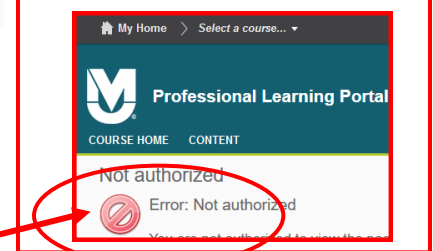
4. This will take you to the **DASHBOARD** page where you should see your course, click on it and be ready

To become a **GIS TEACHER!!**



<https://help.mivu.org/>

**Please Note:** You must complete this process **BEFORE** April 26th BUT you will **NOT BE ABLE TO SEE THE COURSE UNTIL THAT DATE.**



**Not Authorized is GOOD**