We are pleased to offer a streamlined registration process through the online platform Learning Stream. This registration guide will address 1) teachers registering individually and 2) administrators registering multiple teachers. **Registration will open on Friday, September 10, 2021 at 8:00am (Central Time).** Please review this guide prior to registering and set up an account (see instructions below) before that time to expedite your registration.

1) How to Register as an Individual

1. Visit the Newberry Teacher Programs landing page, linked [here](#). This calendar lists all NTC seminars, searchable by title and categorized by in-person, virtual, and NTC+.
2. Set up your account by clicking **Create Account** in the top right hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future login purposes, and document it for your own records.
3. When registration opens on September 10, follow the link to the landing page and login to begin registering for seminars.
4. When you are ready to register for a seminar, select a seminar from the list by selecting **Learn More**.

5. Then click the **Register Now** button on the seminar page.
6. Select **Register** next to your name when prompted on the next page.

7. Review and fill out the registration form. Refer to the **NTC 2021-22 Pricing Guide** and choose the tier that corresponds to your purchase. Please note that you will be prompted to enter your IEIN (Illinois Educator Identification Number). It is required to submit your IEIN if you plan to receive professional development credit. (IEIN information can be found [here](#).)

8. Click **Submit Registration**. You can go back to **My Account** at any time to review, update, or change your information or registration details.

9. You can choose to register for additional seminars by repeating Steps 4 through 8.

10. When you are ready to checkout, click **Click Here to Checkout Now**.

11. You will be prompted to make a payment selection. You can pay for seminars via credit card or request an invoice to be paid by check.

12. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly following each transaction.

13. Registration and account information can be changed, edited, and updated at any time by logging into your account.

### 2) How to Create Group Registrations

1. Visit the Newberry Teacher Programs landing page, linked [here](#). This calendar lists all NTC seminars, searchable by title and categorized by in-person, virtual, and NTC+.

2. Set up your account by clicking **Create Account** in the top right hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future use, and document it for your own records.

3. Click on **My Account** that is now in the top right hand corner.

4. Choose the button to **Add Another Person to Your Account**.
5. Add teacher information. Please note the password you create is for the teacher participant. We suggest using the same password for each participant for ease of record-keeping. Please share this password with the participant upon completing their registration. These login credentials will allow the registrant to individually access their registration and seminar information, update their personal contact or participant information, and cancel and/or change their registration if necessary.

6. Repeat Steps 4 and 5 for each teacher you would like to register for seminars on September 10.

7. To prepare accordingly for group registrations, we recommend using the NTC 2021-22 Registration Form for Administrators. This will allow you to collect teachers’ seminar requests and participant information prior to registration. Please request each teacher taking seminars for professional development credit to provide you with their IEIN (Illinois Educator Identification Number), which you will be prompted to enter with each registration. (IEIN information can be found here.)

8. When registration opens on September 10, follow the link to the landing page and login to begin registering teachers for seminars. We highly recommend using the NTC 2021-22 Registration Form for Administrators as a guide at this point in the process.

9. When you are ready to register a participant for a seminar, select a seminar from the list by selecting Learn More and then click the Register Now button on the seminar page.

10. Select Register when prompted on the next page next to the teacher you are registering for this seminar.

11. Review and fill out the registration form. Refer to the NTC 2021-22 Pricing Guide and choose the tier that corresponds to your purchase.

12. Click Submit Registration. You can go back to My Account at any time to review, update, or change registrant information or registration details.

13. You can choose to register teachers for additional seminars by following Steps 9 through 12.

14. You can add teacher profiles to your account at any time - before or after registration opens.

15. When registering, please check that all contact and school information is correct, along with an IEIN (if applicable).

16. Once you have registered all teachers for their respective seminars, review all seminar registrations by clicking View Cart.
17. When you are ready to checkout, click **Click Here to Checkout Now**.
18. You will be prompted to make a payment selection. You can pay for seminars via credit card or request an invoice to be paid by check.
19. If you received a discount code for rollover credit, enter it in the prompt at this time.
20. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly.

21. You can access a full registration summary under **My Account** at any time. This is also where you can edit or change registrations before or after checking out.
NTC 2021-22 Registration Guide

Questions? Please contact Cate Harriman, Program Coordinator, via email at harrimanc@newberry.org or phone, (312-255-3525).