NTC 2022-23 Registration Guide

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 Monday, September 12, 2022 at 8:00am (Central Time).** Please review this guide prior to registering and set up an account (see instructions below) before registration opens to expedite your transaction.

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 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 12, 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. Select pricing according to the number of seminars purchased: $150.00 for 1 to 5 seminars, and $120.00 for 6 or more seminars. **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, request an invoice to be paid by check, or **Purchase Order** (for CPS schools only).

12. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive an 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. 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.

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

3. Choose the button to **Add Another Person to Your Account**.
4. Add teacher information. Please note that any changes to registrations would have to be done through the administrator account.

5. Repeat Steps 3 and 4 for each teacher you would like to register for seminars on September 12.

6. To prepare accordingly for group registrations, we recommend using the NTC 2022-23 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.)

7. When registration opens on September 12, follow the link to the landing page and login to begin registering teachers for seminars. We highly recommend using the NTC 2022-23 Registration Form for Administrators as a guide at this point in the process.

8. 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.

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

10. Review and fill out the registration form.

11. Click Submit Registration. You can go back to My Account at any time to review, update, or change registrant information or registration details.
12. You can choose to register teachers for additional seminars by following Steps 9 through 11. You can add teacher profiles to your account at any time - before or after registration opens.

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

14. Once you have registered all teachers for their respective seminars, review all seminar registrations by clicking View Cart.

15. When you are ready to checkout, select Click Here to Checkout Now.

16. You will be prompted to make a payment selection. You can pay for seminars via credit card, request an invoice to be paid by check, or Purchase Order for CPS schools.

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

Thank you for submitting your registration! You will receive email confirmation of your registration shortly.
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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.

Questions? Please contact Dylan Bingham, Program Coordinator, via email at binghamd@newberry.org or phone, (312) 255-3525.