USING WISDOMWHERE

Register for a Session

- 1. Go to the MCISD home page: <u>www.monroeisd.us</u>
- 2. Click the Staff Links drop-down and choose Wisdomwhere
- 3. On the Wisdomwhere home page, click Logon



- 4. Do the following:
 - 4a. Enter your Registrant ID (first initial + last name, e.g., jsmith)
 - 4b. Enter your **Password** (demodemo)
 - 4c. Click the Logon button

| Wisdomwhere Logon | |
|--------------------------------|---|
| | Registrant Info |
| | Welcome! |
| Please enter your existing Wis | domwhere Registrant Id and Password in the fields below then |
| | choose the Logon button. |
| Note: Your Wisdomwhere Regis | trant Id and Password are the same as what was used to log on to Coursewhere. |
| A Registrant ID: | |
| B Password: | |
| T | C Remember Me |

5. To locate the event, click Events

| wisdomwb .e | | Liggtift My Profile | |
|---------------------------------|----------------------------|---------------------|--|
| Home Events C | ontact Us Admin Logoff | | |
| Monroe Profession | County ISD nal Learning | | |
| My Events | Upcoming Events List | | |
| Upcoming | Name: Registrant ID: | | |
| Modify/Unregister Inprogress | Normal View Calendar View | | |

6. Click the Search button

| Search the Ionroeisd | Catalog | | | |
|-----------------------------------|--------------------------|----------------------------|--------------------------|-------------------------|
| Enter a ke word and/o | or a date range to begin | your search | | |
| If you leave the searc | h fields empty, all even | ts with active sessions wi | II be displayed, which m | ight take time to load. |
| Keyword | | | | - |
| [Enter Ke <mark>n</mark> vord] | | | | • |
| Start Dice: between 07/12/2016 | and 01/12/20 | 017 | | |
| View Er: | | | | |
| Event Title | Category | O Instructor | O Location | O Month |
| Search Turn On J | Advanced Search Option | Clear All | | |

- 7. Click on the *name* of the event you would like to attend
- 8. Click on the *date* of the event you would like to attend
- 9. Click the Complete Registration (2-step process) button
- 10. Scroll to the bottom and click the **Complete Registration** (2-step process) button
- 11. A message will display on screen confirming your registration; you may want to print this page to keep for your records
- 12. When you are done registering for events, click Logoff

