



2009 MVU Symposium Registration

Register for the 2009 *MVU*[®] Symposium with *Michigan LearnPort*[®] and its secure online payment system.



Please follow the directions below.

If you are registering yourself or having someone else register you, the following information is needed to expedite enrollment:

- Your email address
- Personal choice of a Login ID and a password (for your *Michigan LearnPort* account)
- Charge card type, charge card number, three-digit security code (CVV number) and expiration date
- Billing address (for credit card)

Getting the Free Account in *Michigan LearnPort*

If you do not yet have a *Michigan LearnPort* account, visit the website at www.learnport.org and select **New User**, **CLICK HERE**. Follow the easy prompts to complete a five-minute registration. If you have an account, log into *Michigan LearnPort* using your Login ID and Password. Remember that your Login ID and password are case sensitive.

Registering for the 2009 Symposium

The symposium has been created as a *Michigan LearnPort* course to facilitate awarding and recording SB-CEUs. To find the course and enroll follow these steps (each person must be enrolled from their individual *Michigan LearnPort* account).

1. Login to *Michigan LearnPort* at www.learnport.org using your Login ID and password.
2. Click on the **Courses** link on the left side of your homepage (second item listed).
3. Click on **Catalog**.
4. In the keyword box type the word "symposium" and click **Search**.
5. Click on the information icon next to the symposium.
6. Click on the **Add to My Shopping Cart** link in the right box.
7. Click **OK** in the dialog box.

Completing the Purchase Online

Michigan LearnPort uses the secure e-Commerce services of PayPal to complete all purchases. Please have your credit card ready during the payment process.

1. Check to see that the symposium is listed under **Selected Courses**.
2. Check the, **I agree to these terms and conditions** box.
3. Click on the **Check Out** button at the bottom of the page.
4. Complete the **Billing Information** and click on **Confirm Order**.

Completing the Purchase by Purchase Order

You may register for the symposium using a purchase order. The PO should be faxed to:

Michigan Virtual University, 517.336.7787, Attention: Jan Kirkpatrick

The purchase order needs to identify the name of each person to be registered and each individual's email address. Purchase orders must be received no later than **December 1, 2009**.

Confirmations

A *Michigan LearnPort* account will be created if one does not already exist for each person and confirming emails will be sent to acknowledge account and symposium registration. Contact the *MVU* Help Desk for assistance at 888.889.2840 or mivuhelp@mivu.org.