

North Carolina Professional Learning Instructions

Cohort 3

Table of Contents

[Registering for an Account](#)

[Signing up for a Live Training Session](#)

[Modifying a Session \(This can be done in two ways\)](#)

[How to add a session to your calendar](#)

[How to look up a session I've signed up for](#)

[How to retrieve my session link information](#)

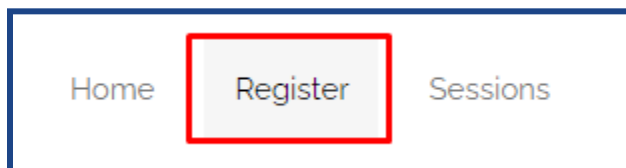
[How to log in if you have an incomplete registration](#)

[What to do if your session is canceled due to low registration](#)

[IP Whitelist Address Information to be shared with the IT team in your district](#)

Registering for an Account

1. **Register** for an account. Please select a password and save it in case you need to sign back into your account and change your sign up in the future.



Signing up for a Live Training Session

2. Access this URL: <https://register.lexia.com/NC-Cohort3-2022-23>
3. Review the information from the Home page
4. Click on the **"Sessions"** tab to review sessions available (live training sessions will be released one Unit at a time).
5. Enter your email address and click on **"continue"**. You do not need to enter a Session Code if you were not provided one.

1 Begin Registration 2 Personal Information 3 Sessions: Unit 1 4 Additional People 5 Confirmation

Email Address *

Select a registrant type * Attendee

Session Code (if applicable) Apply

Continue

6. Enter your information, then click on “continue”.

1 Begin Registration 2 Personal Information 3 Sessions: Unit 1 4 Additional People 5 Confirmation

First Name *

Last Name *

Name of your School District *

Back Continue

7. Choose a date/time that best works for you, select a box, then click on “continue” at the bottom of the page:

Note: Depending on timing, we will release live training sessions for Units 2, 3, 4 (and so on) at a later date so in this case, if you don’t see them just click on “continue”.

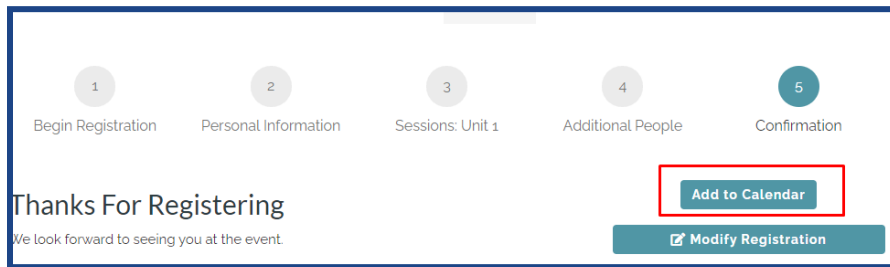
1 Begin Registration 2 Personal Information 3 Sessions: Unit 1 4 Additional People 5 Confirmation

Choose your sessions: Unit 1

Name	Time	Timezone	More Info
Wednesday, September 14, 2022			
<input checked="" type="checkbox"/> Group 1: Unit 1 - Parts 1 & 2	8:30 AM - 3:30 PM	(UTC-04:00) Eastern Time (US & Canada)	More Info
<input type="checkbox"/> Group 2: Unit 1 - Parts 1 & 2	8:30 AM - 3:30 PM	(UTC-04:00) Eastern Time (US & Canada)	More Info
<input type="checkbox"/> Group 3: Unit 1 - Parts 1 & 2	8:30 AM - 3:30 PM	(UTC-04:00) Eastern Time (US & Canada)	More Info
<input type="checkbox"/> Group 4: Unit 1 - Parts 1 & 2	8:30 AM - 3:30 PM	(UTC-04:00) Eastern Time (US & Canada)	More Info

Continue

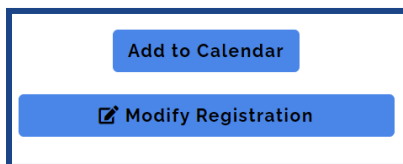
8. On the confirmation page (step 5), you can choose to add the session you selected to your personal/professional calendar:

A screenshot of a registration confirmation page. At the top, there is a progress bar with five steps: 1. Begin Registration, 2. Personal Information, 3. Sessions: Unit 1, 4. Additional People, and 5. Confirmation. Step 5 is highlighted. Below the progress bar, the text "Thanks For Registering" is displayed, followed by "We look forward to seeing you at the event." On the right side, there are two buttons: "Add to Calendar" (highlighted with a red box) and "Modify Registration" (with a pencil icon).

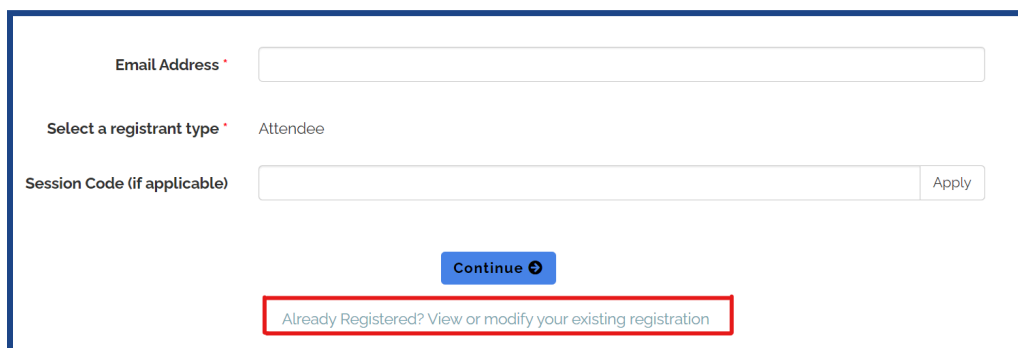
9. Congratulations! You are all signed up for the sessions you chose. We hope you enjoy your sessions!

Modifying a Session (This can be done in two ways)

1. At the end of the sign up, the option to modify the session will appear on the right side of the screen.

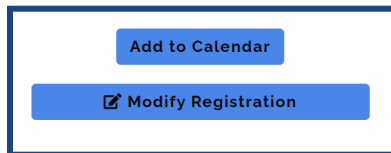
A screenshot showing two buttons. The top button is "Add to Calendar" and the bottom button is "Modify Registration" (with a pencil icon). Both buttons are highlighted with a blue box.

2. Going back to the [login URL](#), if you click register, there will be an option of the bottom of the registration page that will allow users to sign back into their account to modify their session

A screenshot of a registration page. It has three input fields: "Email Address" (with a red asterisk), "Select a registrant type" (with a dropdown menu showing "Attendee" and a red asterisk), and "Session Code (if applicable)" (with an "Apply" button). Below these fields is a "Continue" button with a right arrow. At the bottom, there is a link "Already Registered? View or modify your existing registration" highlighted with a red box.

How to add a session to your calendar

1. Sessions can be added to the calendar by clicking the “**Add to Calendar**” button that pops up on the right side of the screen once finished with the registration steps



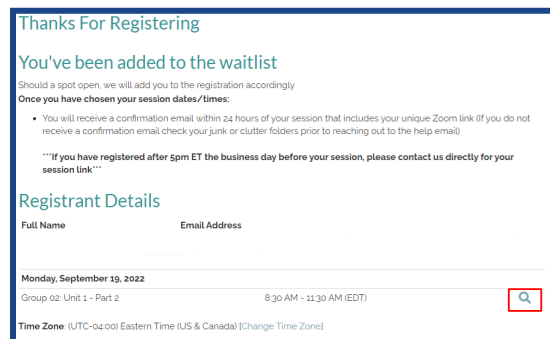
2. If a user has already registered previously and would like to add their session to the calendar, the user will need to go to the registration URL (<https://register.lexia.com/NC-Cohort3-2022-23>), sign in, and once signed in, the confirmation of registration will appear, along with the option to add the calendar.

How to look up a session I've signed up for

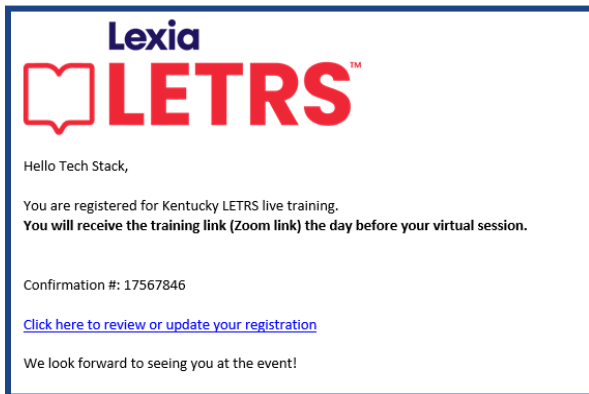
1. For a user to look up their session, they can log into their account to view which sessions they have registered for **Or** click h



2. To view session link, click on the magnifying glass in **Registrant Details**:

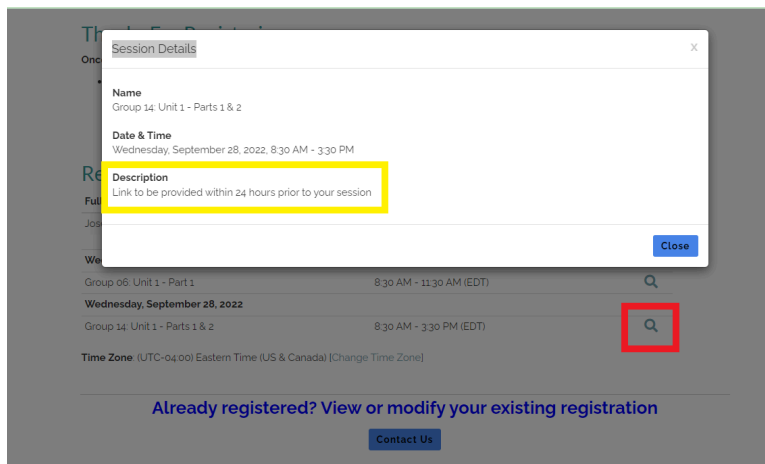


3. Users can also access this information via the email sent out once registration was completed. Sample email below:



How to retrieve my session link information

1. You will receive a confirmation email 24 hours in advance of your session from noreply@lexialearning.com that includes your unique Zoom link (If you do not receive a confirmation email check your junk or clutter folders prior to reaching out to the help email)
2. Please access your [registration](#) page, and click on the magnifying glass icon to the right of your session, under the Registrant Details section (the link will only appear within 24 hours of your session)



Copy the link out of the pop-up window and paste it into your browser.

How to log in if you have an incomplete registration

1. If the account setup was not completed, an automated email will be sent out notifying the user that their registration was not completed. This communication will contain an email with a link to take the user back to the registration.
2. The user can also finish the registration by going back to the registration page and logging into their account on their own.

What to do if your session is canceled due to low registration

1. You will receive a communication regarding your session cancellation one week prior to the training date
2. **Please do not contact Lexia Support** if your session has been canceled
3. Return to the registration page and find another session date/time

IP Whitelist Address Information to be shared with the IT team in your district

[167.89.98.146](#)

[167.89.89.46](#)

noreply@lexialearning.com

Questions?

Contact us at professionallearning@lexialearning.com