

NEOEA Megaconference – March 9, 2019
Lake Erie College
1 Semester Graduate Credit \$180
ED 7200W

Procedure for Graduate Credit:

- 1. Attend conference sessions today.**
- 2. Take notes of the sessions you attend (these notes will help you in the course assignment).**
- 3. Register (if you have not yet registered), at the Lake Erie Professional Development Portal today when you get home for Course ED 7200W.**

https://leo.lec.edu/ICS/Professional_Development

- When the page opens, look under the Professional Development scroll menu to:
 - 2. Create an Account to Register*
- A new page opens, select the navy blue line that says “Create Account” and press the oval “continue.”
- Fill in the blanks with your information. An email will be sent to you with a Username and a Password. Go to your email for the UN and PW to enter.
- Then go back to the “Professional Development” page and select “3. Register & Pay;” Add/Drop courses select division: Professional Development.
- Find the Course Number ED 7200W.
- Find your course and select “Add” by checking box next to the course number.
- Select P/F.
- Click “Pay Must Pay Courses” to complete registration.
- You will receive an email from **noreply@mail.authorize** with your payment receipt.

****If you have problems with online registration, you may call the College at 440-375-7579 to register over the phone on Monday.***

- 4. Once you register, email Sally Schuler, schuler05@gmail.com, for Course Assignment, to complete. She will email you the course assignment for you to complete and email back to her.**