

# National Endowment for Financial Education (NEFE) **TRAINING**

Sponsored by Teachers Federal Credit Union

Open to all teachers, administrators, or other professionals who provide financial education to students. Prepare a new generation to make smart financial decisions. Teach students to use credit wisely and develop consistent savings habits.

## **One-Day Training Seminar**

**Date:** Monday, March 1, 2010

**Time:** 8:00 a.m. to 2:30 p.m.

**Where:** Western Suffolk BOCES

31 Lee Avenue

Wheatley Heights N.Y. 11798

**Fee: FREE**

**\*\* Breakfast and Lunch is provided by TFCU\*\***

Receive a certificate for completing 6-hours of continuing education credits. Presenter, Sue Gubing, is an experienced NEFE Financial Planning Program educator.

**Workshop questions:** Please contact Elyse Eusanio

[eeusanio@wsboces.org](mailto:eeusanio@wsboces.org) or 631-595-6809

**Registration questions:** Please contact Debbi Maxwell

[dmaxwell@wsboces.org](mailto:dmaxwell@wsboces.org) or 631-595-6829

***Check with your district to see if you are a member of My Learning Plan  
Workshop flyer maps for directions can be found on MLP***

**For My Learning Plan Member Districts**

**If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:**

- ⇒ Log onto [www.mylearningplan.com](http://www.mylearningplan.com)
- ⇒ Click on the Western Suffolk BOCES Catalog link

***If your district does NOT have a link to the WS BOCES catalog,  
please copy this link into your web browser***

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password – Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

**For Non-My Learning Plan Districts**

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. ONCE YOU RECEIVE ADMINISTRATIVE SIGNATURE, Please fax (631-623-4915) to Western Suffolk BOCES**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.