

# Instructions for Course Enrollment

To register for a course, please follow these steps.

## Step 1: Register for Thinkport or Log in To Your Existing Thinkport Account

You must have a Thinkport account to enroll in and pay for a child care course. Registration is easy and free!

1. **New users:**

Go to Thinkport.org and [Register](#) for a Thinkport account. You will receive an email confirmation. Then, log in to [Thinkport](#)

2. **Existing users** log in to [Thinkport](#)

3. Return to the [course listings page](#) and select (click on) the course you are interested in taking.

## Step 2: Check Registration Dates

Check available course registration dates. Registration for child care courses usually takes place the first two weeks of the month.

**August 2011 :** No Facilitators  
Registration: 7/1/2011 - 7/22/2011  
Course Dates: 8/1/2011 - 8/31/2011  
Seats=20, Open=20

**September 2011 :** No Facilitators  
Registration: 8/1/2011 - 8/15/2011  
Course Dates: 9/1/2011 - 9/30/2011  
Seats=25, Open=25

## Step 3: Enroll for a Course

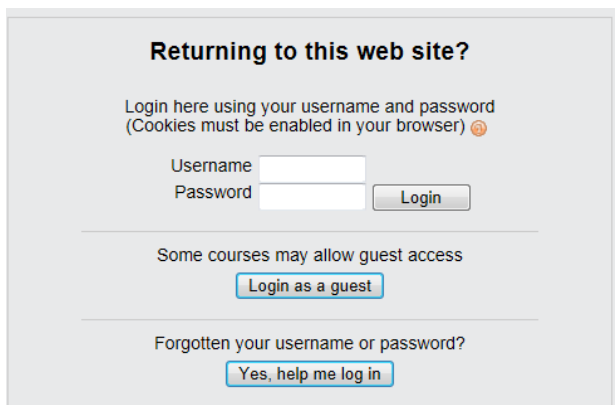
Scroll down on the course page to see what course sections are available. Look for the **enroll** button next to the course session you would like to take.

Sect. #	Start Date:	End Date:	
September 2011	9/1/2011	9/30/2011	<input type="button" value="Enroll"/>
October 2011	10/1/2011	10/31/2011	Unable to register now

1. If you don't see an **enroll** button you are either not logged in to Thinkport, or registration is not currently open. You will only be able to see the enrollment button during set registration periods.
2. You can register for a course the month prior to the course start date. For example; you would register in August for a September course. New course sessions are offered every month.

#### **Step 4: Pay for a Course and Receive Course Access Information**

1. After completing course enrollment and paying for your course, you will receive a welcome email requesting additional information to satisfy MSDE requirements.
2. Once you submit the required information, you will receive **course login** details including your username, password and a link to get started. You are now ready to access your course.
3. Please save this information. You will need to enter your course registration username each time you log in to the course.



**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) 🍪

Username

Password

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Some courses may allow guest access

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Forgotten your username or password?

**For more information or questions, please send an email to: [earlychildhood@thinkport.org](mailto:earlychildhood@thinkport.org).**