




## Registration Guide

There are two different ways to register as an educator with the Learning Connection.

1. The first way is to register as an educator without a registration code. If you selected a school during the registration process, then the Administrator for Learning Connection for your Corporation/School will be able to approve your account.
2. The second way is to obtain a registration code from your Administrator for Learning Connection. Using this process, your Administrator will not need to approve your account. 

Whatever process you follow, above, once you have a Learning Connection account, you will not need another account. This account can be used through-out your educational career in Indiana and can be joined with the schools that you are employed with through-out your career.

### Registering without a Registration Code

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1. Go to <http://learningconnection.doe.in.gov>.
2. Register for an account using the register button. (Sign up as an educator with no registration code)
3. Check your e-mail inbox for a confirmation message from the Learning Connection (if this doesn't show up within 10 minutes of registration, check your spam filters or junk mail folder).
4. Click the link in the e-mail to complete the registration process.
5. Complete the terms of us agreement upon logging in.

### Registering with a Registration Code

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1. You will receive a 10-digit code to register from your local Administrator for Learning Connection
2. Go to <http://learningconnection.doe.in.gov>.
3. Register for an account using the register button. (Sign up as an educator with no registration code)
4. Check your e-mail inbox for a confirmation message from the Learning Connection (if this doesn't show up within 10 minutes of registration, check your spam filters or junk mail folder).
5. Click the link in the e-mail to complete the registration process.
6. Complete the terms of us agreement upon logging in.



## Frequently Asked Questions about Registration

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### **I completed the registration process, yet did not receive the activation email. What do I do?**

Add the email address, [learningconnection@doe.in.gov](mailto:learningconnection@doe.in.gov) to your safe senders list. You may need to contact local tech support for assistance.

**When I login, I receive a message that says,** "This account has not yet been activated. Instructions to activate the account were sent to your email from [learningconnection@doe.in.gov](mailto:learningconnection@doe.in.gov). You may need to un-block this email address with assistance from your email provider. After that, [click here](#) to resend the activation email." **What do I do?**

Make sure that the email address, [learningconnection@doe.in.gov](mailto:learningconnection@doe.in.gov) is added to your safe senders list. Then click the "click here" link to resend the activation email.

### **I registered for an account without a Registration Code. Then, my administrator gave me a registration code. What should I do?**

Because you already have an account, you should not register for another account. Let your administrator know that you already have an account and s/he will be able to approve your account's membership to the school.

