

Registration Directions for LETRS Workshops

Directions for MS RESA Registration Account (New Mississippi Teachers)

Before registration, each registrant must first have a MS RESA registration account.

1. Log in to the MSRESA home page at <http://www.msresaservices.com>
2. Click on **Sign Up** at the top right of the MSRESA home page.
3. Use **active district email addresses** as the **primary** email address. Personal emails should be secondary.
4. Enter all current information. **All * information is required.**
5. Record the MSRESA account password as this will be needed often to register for workshops.

Directions for LETRS Phase I Registration

1. Log in to MSRESA account at the MSRESA Home Page at <http://www.msresaservices.com>.
2. Type in **Phase 1 LETRS** in the Search Bar at the top right and hit Enter.
3. Click on the **More Info** tab on the workshop of choice.
4. Complete all registration prompts.
5. Once successfully registered, the computer will send an auto-generated confirmation.
No confirmation email indicates registration was not completed.

Please be aware that there is a 15-20 hour online course for Modules 1-3 that must be completed **PRIOR** to each workshop. **All LETRS workshop attendees must present a Certificate of Completion for Modules 1-3 when signing in on Day 1 of any Phase 1 LETRS workshop.**

About 4-6 weeks prior to each registrant's workshop, their online LETRS account will be activated and LETRS materials will be shipped to **the school address that was provided on their RESA account**. All registrants will receive important information about the LETRS training at their district email address.

Directions for LETRS Phase II (2) Registration

1. Log in to your MSRESA account at the MSRESA Home Page at <http://www.msresaservices.com>.
2. Type in **Phase 2 LETRS** in the Search Bar at the top right and hit Enter.
3. Click on the **More Info** tab on the workshop of choice.
4. Complete all registration prompts. If the **registration access code is needed, please contact Cathy Dickerson**.
5. Once successfully registered, the computer will send an auto-generated confirmation.
No confirmation email indicates registration was not completed.

Please be aware that there is a 15-20 hour online course for Modules 4-6 that must be completed **PRIOR** to each Phase 2 workshop. **All LETRS workshop attendees must present a Certificate of Completion for Modules 4-6 when signing in on Day 1 of any Phase 2 LETRS workshop.**

Participants that have completed the Phase 1 LETRS training have the online access and materials and can complete the online course for Modules 4-6 at any time. To complete the coursework, log in at <http://msletrs.pd.voyagersopris.com> and use the same username and password as for Phase 1. On the LETRS homepage, click on **LETRS Modules 4-6**.

Directions for LETRS Phase III (3)

Phase III is designed to be **completed collaboratively with peers during school PLC meetings**. There is no additional face-to-face training as with Phase 1 and 2. After collaboratively viewing the lessons at the online training site, each participant must then login to their personal LETRS account and answer questions in the **Check Your Understanding** section for each of the fifteen lessons. Once this online section is completed, a **Certificate of Completion for Phase 3** will be displayed for each participant.

1. Log in to <http://msletrs.pd.voyagersopris.com>.
2. Use the same username and password as for Phase 1 and 2.
3. On the LETRS homepage, click on **LETRS Phase III**.
4. Complete each **Check for Understanding** section per lesson.

For questions regarding LETRS registration or any of the LETRS trainings, please contact

Cathy Dickerson

MDE- LETRS Coordinator

Cathy.dickerson@mdek12.org

662-719-5324