

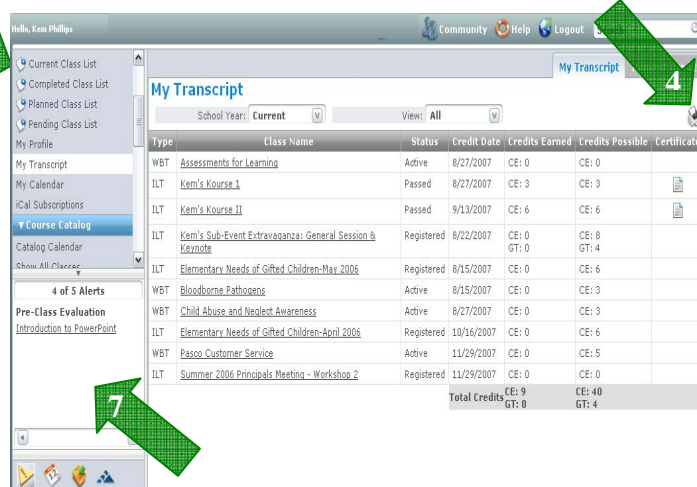
## Login Information

1. The Login screen appears.
2. Type your Login User identification in the User field. Your Username login is your first initial, last name and your employee ID (example: khawkins9898 )
3. Tab to the Password Field. Type in your password. Your password is the last 4 digits of your SSN (example: 1234). Click **Login**.
4. **This is your User ID and Password each time you log into the online PD system.**
5. If you forget your Username or Password, click the “[Forgot Username or Password](#)” link located under the Login button. Login info will be emailed to your Outlook Inbox.



## Portfolio Navigation

1. The screen defaults to the **Current Class List**. If you are registered for classes that have future meeting dates, they are displayed in this list.
2. When your class meeting date is in the past, those classes are displayed in the **Completed Class List**.
3. Click on the **My Transcript** link to view:
  - a record of all your classes listed,
  - print a certificate, or
  - see the cumulative total of Credits Earned. Use the *School Year* and *View* dropdown menus to see different formats.
4. To view a printable version of your transcript, click the **Printer icon** found above the Certificate column.
5. The **My Calendar** link shows classes you are currently registered for in a calendar view. There are options to view by Day, Week, or Month.
6. The **iCal Subscriptions** link will allow you to download the classes you are registered for (Personal Calendar) to your Microsoft Outlook Calendar.
7. To access and take class evaluations, click on the link located in the **Alert** box. The Alert Box serves several purposes:
  - a calendar will display there if there is no new info to share
  - it's the holding place for evaluations, and
  - info about a class or general district info may be posted here.

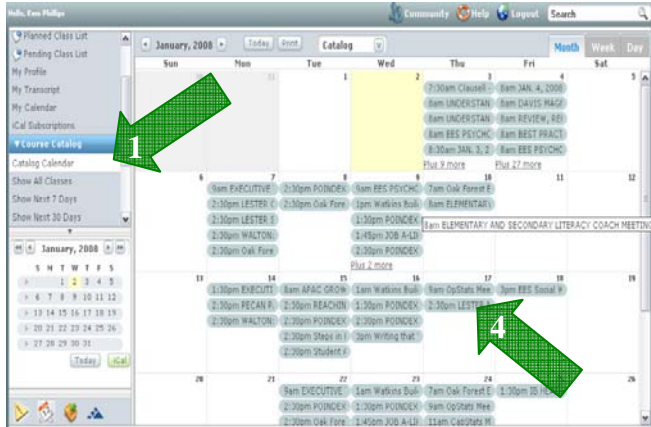


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To view alerts, scroll through by clicking the left or right arrow(s) located at the bottom of the box. Once a class evaluation has been taken, it will automatically be cleared from the Alert box. All other alerts will remain in the box until the **Clear** button has been clicked.

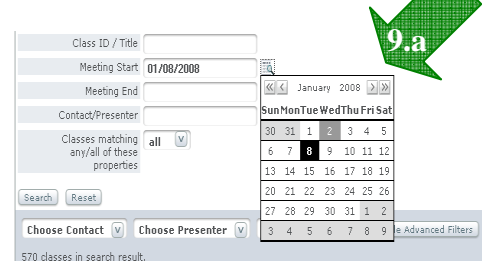
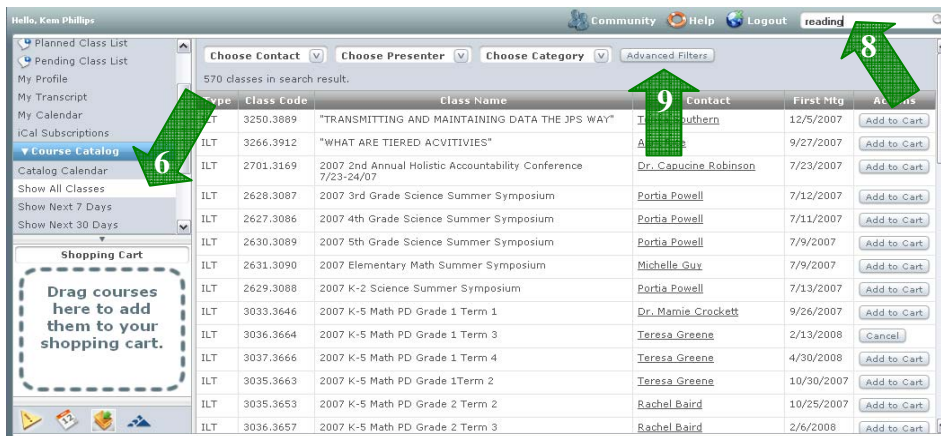
## Class Catalog and Registration

There are several methods to search the catalog and register for a class.



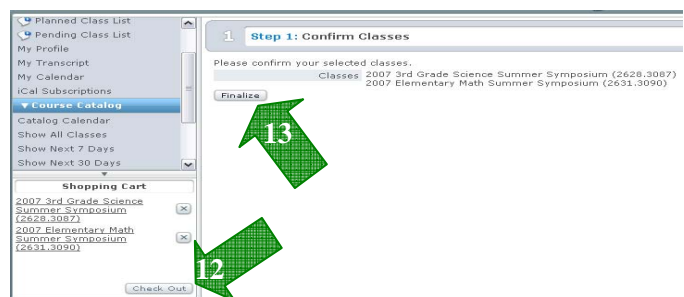
1. Under the Course Catalog menu, click the **Catalog Calendar** link to access the catalog via a calendar view.
2. The calendar may be displayed by Day, Week, or Month by clicking on the appropriate tab.
3. The top left of the screen tells you the current period of time displayed on the calendar. Use the arrows to change pages forward or backward on the calendar.
4. See the class *Overview* and *Details* by clicking on a/the title.
5. To register, click the **Add to Cart** button.

6. Under the Course Catalog menu, click the **Show All Classes** link.
7. The row of dropdown menus at the top of the page allows you to browse and sort by a selected *Contact*, *Presenter*, or *Category*.
8. To search by *Keyword* or *Class Code*, type a keyword or code in the **Search** box located at the top of the screen, click the magnifying glass icon to initiate search.
9. To search by *Date*, click the **Advanced Filters** button.
  - a. Enter the Meeting Start date or click on the icon located to the left to insert a date in the field.



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10. View class *Overview* and *Details* by clicking on a/the title.
11. Register for a class by clicking the **Add to Cart** button **OR** select the class by clicking your mouse on the title to drag and drop it into the **Shopping Cart**.
12. To complete your registration, click the **Check Out** button at the bottom of the Shopping Cart.
13. You will be prompted to Confirm your choices, click the **Finalize** button.
14. The next screen will indicate that your Registration is Complete (or that you have been placed on a Waiting List if the class is full).



### Registration Complete

You have been enrolled in: 2007 3rd Grade Science Summer Symposium (2628.3087)  
2007 Elementary Math Summer Symposium (2631.3090)

There are no more classes in your shopping cart. Registration is complete.