

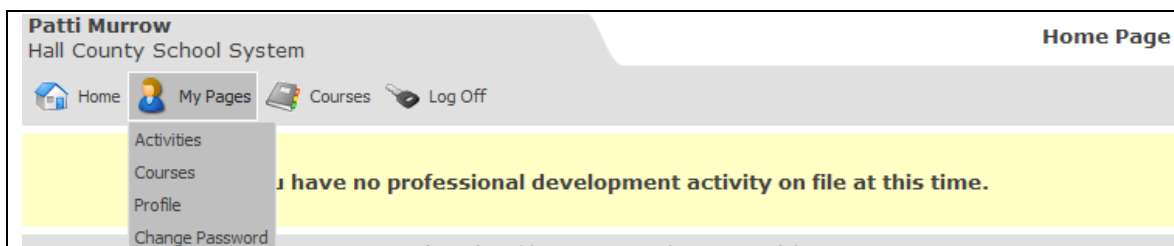
How to Login, Register for Courses, or Check PLUs:

1. Go to <http://pdexpress/pdexpress/login.aspx>
2. The News page is displayed. Enter your **Staff ID** (employee #), enter your **Password** (employee #), and click the **Log In** button. (The secretary at your school has this information).



The screenshot shows the login page for the Hall County Schools professional learning system. At the top, there is a header with the Hall County Schools logo and the tagline "COMPETENCY • RIGOR FOR ALL CHILDREN". To the left of the logo is the text "Local Professional Development Committee" and to the right is "District Home Page". Below the header, there is a "NEWS:" section with a welcome message and a "LATEST NEWS!" announcement about summer course registration starting on April 10, 2006. On the right side of the page, there is a login form with fields for "ID" and "Password", and a "Log In >" button.

3. Your **Home** page will display with a header menu. Each menu choice includes a pull down menu. Your **Home** page will show your currently enrolled courses.
4. **My Pages** menu includes **Courses** (currently enrolled & completed/ transcript), as well as, **Activities** and **Profile**.



The screenshot shows the user's home page. The user is identified as "Patti Murrow" from the "Hall County School System". The page has a header with a "Home Page" link. Below the header is a navigation menu with icons for "Home", "My Pages", "Courses", and "Log Off". The "My Pages" menu is open, showing options for "Activities", "Courses", "Profile", and "Change Password". The main content area displays a message: "You have no professional development activity on file at this time."

5. **Resources** menu includes **Additional Resources** (Helpful Tips!)
This will be added to the menu at a later date.
6. Before registering for courses, please go to **My Pages**,
 1. **Profile**, and **enter your school email address**. Click Save. Those fields that you cannot change on the **Profile** page are updated internally. Allow time for most recent changes to be reflected.
 2. **Change Password**, and change your password. Click Save
7. To view the **Course Catalog**, click on **Courses**, and then **course Catalog**. We recommend leaving the **Filter** at the default of viewing **All** courses.



The screenshot shows a close-up of the navigation menu. The "Courses" menu item is selected, and a sub-menu is visible with the option "Course Catalog". Other menu items include "Home", "My Pages", and "Log Off".

8. To register for a course or view **Course Details** (description, dates, times, or location), click on the **Course**.

Patti Murrow
Hall County School System

Home My Pages Courses Log Off

List Calendar

Filter the Course Catalog

You are viewing page 1 of 1. (There are 4 sections available.)

Course	Audience	Level	Starts (Register By)	Location
Catching Kids Up 2005-2006 • catchkids (05-06) ▶	All Employees	N/A	None (6/30/2006)	None

9. The **Course Detail** page will display, including dates, times, and location.

10. To complete registration, scroll to the bottom of the page and click **Register**.

Availability: There are **98** seats available

Register

11. After clicking **register**, a confirmation page will be displayed. This page can be printed and emailed to you by clicking on the checkbox displayed. If you saved your email address in Step 6 above, it will auto display. **Any course changes (dates, times, location, etc.) will be reflected in Course Details**, as well as emailed if you permanently saved your email address in Step 6.

Patti Murrow
Hall County School System

Home My Pages Courses Log Off

Congratulations! You are **Confirmed** in the following course section:

12. Click **Continue** and your **My Pages, Courses** page will display, showing your newly enrolled course. When finished with your session, click **Log Off**.

To refer back to your course's description, dates, times, or location, Just login again and find the course listed now in your **Home** or **My Pages, Courses** page. Click on the **Course** to view all details.

To cancel a registration, login and click on the red "x" icon beside the course title.

To view/print your PLU transcript, login and click on **My Pages, Courses**, and click on **"Transcript for all completed P.D"** Your transcript will reflect credits earned between July 1, 2000 and June 30, 2007.

REMINDER: YOU MUST ENTER YOUR SCHOOL EMAIL (#6) IN ORDER TO RECEIVE CONFIRMATION OR CHANGES CONCERNING COURSES !!!!!