Professional Development Portal

Three easy steps in registering for a PD session:

**STEP 1: Navigation** - The PD calendar defaults to the current day. Use the navigation arrows in the top left to navigate to the specific day of the session you wish to attend, or to a different month.

[Image of PD calendar with navigation arrows highlighted]

Navigation arrows are located here.
**STEP 2: Select a session** - Click on a session you wish to attend. A window will pop-up.

The background color for each session represents the percentage of available seats:

- **Green**: Class size is open or ≥ 75% of the seats are available
- **Yellow**: Between 26% and 74% of the seats are available
- **Red**: Less than 26% of the seats are available

The session will be removed when no more seats are available.
STEP 3: Register - Enter the required information (e-mail, first name, last name, position, and your primary work location). Click on the “Enroll” button to register or the “Cancel” button to cancel. You will receive a confirmation email.
Three easy steps for viewing your PD schedule:

1. Go to the toolbar located at the top of the calendar and click on “Reports” followed by “Schedules.”
2. Enter your email address and click on the “Submit” button.
3. Your schedule will appear after submitting. If you have registered for more than four sessions, you can navigate using the navigation arrows.