Professional Development Portal

Five easy steps in registering for a PD session:

1. After clicking on PD Portal link, type in your username and password (GCPS account) and click on the “OK” button.
2. Select the school where you wish to register for a session and click on the “Enter” button.
3. The PD calendar defaults to the current day so you need to navigate to the day the session you want to register for is taught. You can navigate to a different month by clicking the navigation arrows located in the top left of the calendar.
4. A window will pop up after clicking on a session.

5. Fill in the required information (email address, first name, last name, and location). After entering the required information, click on the “Enroll” button to register or the “Cancel” button to cancel. You will receive a confirmation email.
You must use a valid GCPS email account.
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.