PD Express – Quick Start Guide

PD Express is a web-based tool for managing professional development information. This district wide centralized system will ensure accurate records for clock hours, and enable teachers to be able to gather the necessary information for relicensure by going online. Through PD Express, staff can view and register for in-district courses, view/print their professional development transcripts, and view/update contact information.

To Access PD Express:
- Go to the District "Homepage" and click on "Staff"
- Click on "PD Express" or "PD Express User Guide"
- Enter ID: *(firstname.lastname)*
- Enter Password *(last "4" digits of phone number on file with the district)*

To Sign Up for a Course:
- Select "In District Events" from the PD Express toolbar
- Select "In District Event Catalog", you can use list or calendar view
- Select the course you wish to enroll in by clicking on it and following the directions.

Monitoring your Professional Development Progress:
- You may check your own transcript any time by logging into PD Express, and selecting "Transcript"
- Use the "Print" button to print a copy for your records.

Important Note:
- You must register in PD Express AND sign-in at the event. If you only sign-in at the event but do not register in PD Express, you will not be awarded clock hours.
- Registration in PD Express closes 48 hours after the Professional Development event/activity has ended.

For Questions Contact:

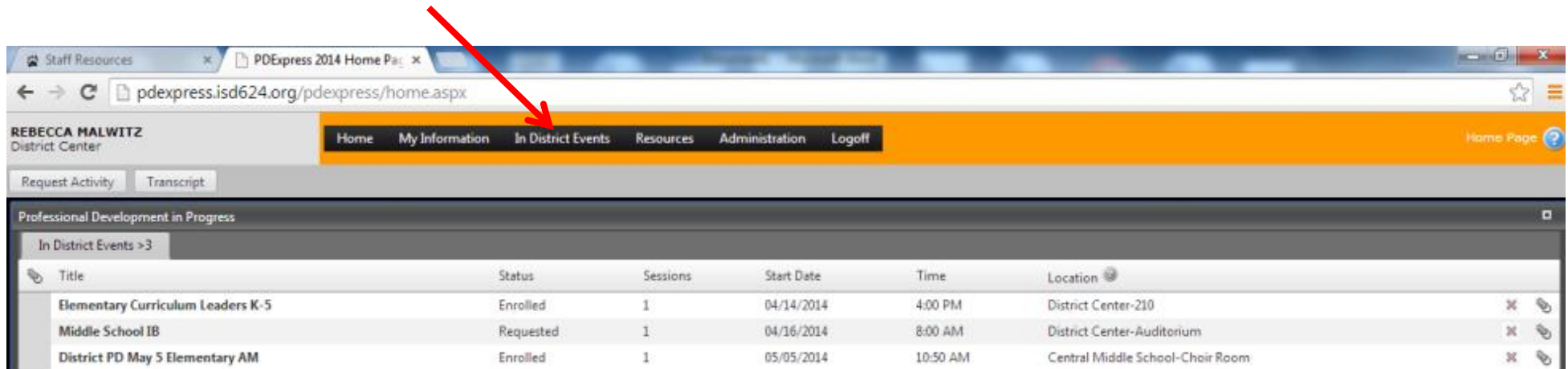|	
Ann Malwitz	Tris Hasapopoulos
651-407-7580	651-407-7575
ann.malwitz@isd624.org	tris.hasapopoulos@isd624.org

PD Express – User Guide

PD Express is a web-based tool for managing professional development information. This district wide centralized system will ensure accurate records for clock hours, and enable teachers to be able to gather the necessary information for relicensure by going online. Through PD Express, staff can view and register for in-district courses, view/print their professional development transcripts, and view/update contact information.

Staff members will need to register for a course (professional development event) **BEFORE** the course starts via PD Express.

1. *==To Access PD Express:==*

   - Go to the District "Homepage" and click on "Staff"
   - Click on "PD Express" or "PD Express User Guide"
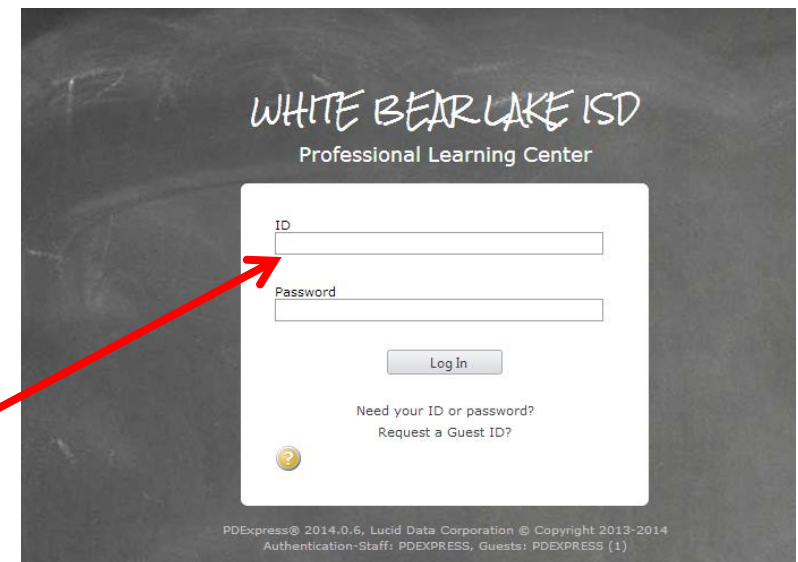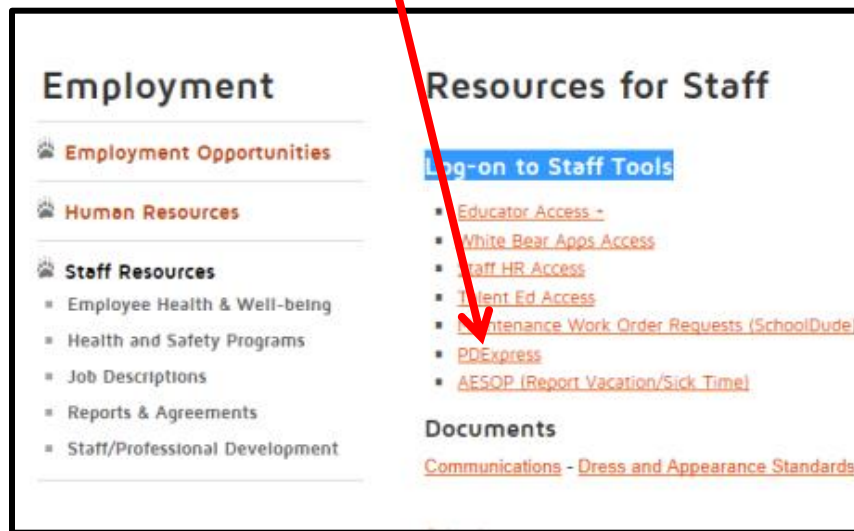
   - Enter ID: *(firstname.lastname)*
   - Enter Password *(last "4" digits of phone number on file with the district)*
   - If you do not have a network username and password, please contact the Help Desk.
   - Please do NOT request a Guest ID if you are an employee of White Bear Lake Area Schools
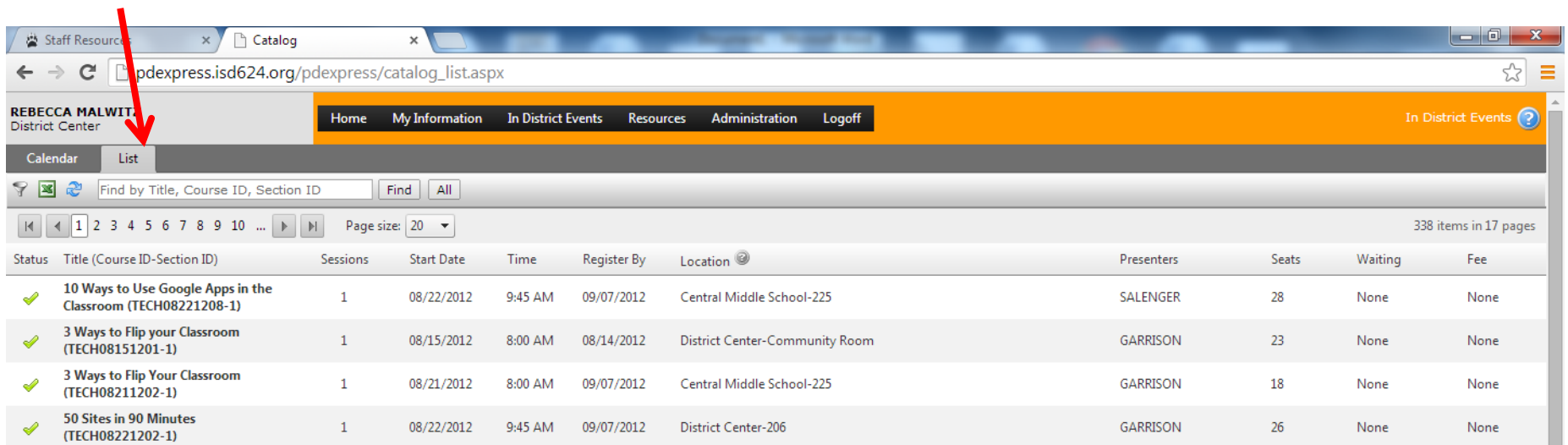
2. **To Sign Up for a Course:**

- Select *"In District Events"* from the PD Express toolbar.


- Select "In District Event Catalog", you can use list or calendar view.
- Listed will be the current courses being offered within the district.
- Please note, if you do not see a course you are looking for, click on the blue triangle indicating "next" page to see additional courses.

- Select the course you wish to enroll in by clicking on it and following the directions. Be sure to check section dates, because there could be more than one section offered. Click on **"Register"** to enroll in the course.
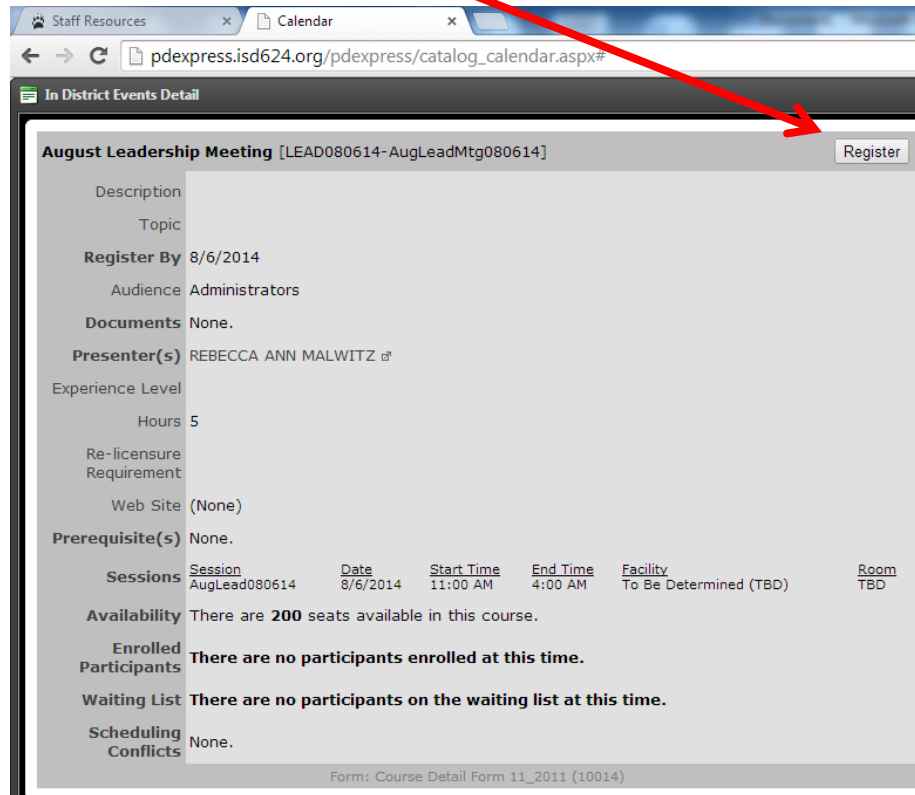
<mark>*Monitoring your Professional Development Progress:*</mark>

- You may check your own transcript any time by logging into PD Express, and selecting "Transcript"
- Use the "Print" button to print a copy for your records.

For Questions Contact:

Ann Malwitz
651-407-7580
ann.malwitz@isd624.org

Tris Hasapopoulos
651-407-7575
tris.hasapopoulos@isd624.org