To meet the growing requirements for managing our courses and events, ESD 105 has partnered with a new program called pdEnroller. pdEnroller is a mobile-friendly web service for event registration, payment, clock hour approval, and clock hour recording. It has an attractive interface, is easy to use and adds much needed functionality for registrars, educators, and administrators.

Visit www.pdenroller.org to sign up for your next class today!

In the *Getting Started* page are instructions and FAQ's on using our brand new pdEnroller system. Please visit the *Getting Started* page to learn about your first time logging into pdEnroller, and some additional help on printing your transcript, and updating your profile.

USER GUIDE *ver 1.0*

Getting Started with pdEnroller

The first time you go to pdenroller.org you will need to activate your account. **DO NOT "LOG IN"!!!** In the Choose Region drop down menu, select ESD 105. Click the blue "New to pdEnroller" button as shown below and follow the ***Activating your pdEnroller account*** instructions on the next page. Activation will merge your clock hours, transcript and user account from our old system into pdEnroller.
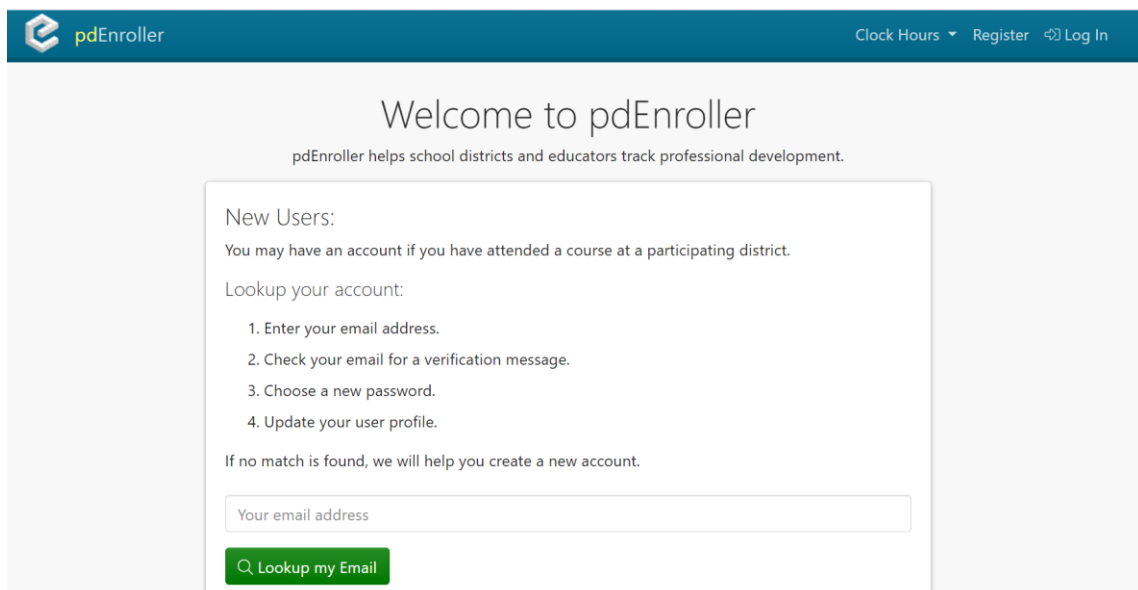
Activating your pdEnroller account

Logging in: The first time you use pdEnroller you will need to activate your account.

1. Click here to go to the Activation Screen (clicking on the blue New to pdEnroller option will also get you to this screen)
2. Enter your email address* and click the green "Lookup my Email" button.
3. You will receive an auto-email from pdEnroller – Please check your spam/junk folders for this email.
4. Follow the next few steps to merge your data from the old system into pdEnroller.
5. Log into your account and update your profile information.

You will only need to do this step once. After activation you can simply login to pdEnroller with the Log in link at the top right of the pdEnroller page.

*Use the email address that you used to register in the old system. If your email address is not recognized, try any other email addresses you may have. If you still have problems activating, contact clockhours@esd105.org before creating a new profile.

What can I do in pdEnroller?

To log in after your account has been activated, simply click "Log in" at the upper right corner of the pdEnroller.org homepage. Once you are logged in, you can:

1. **Search classes to register for**. By clicking on ESD 105 at the bottom of the screen, or choosing ESD 105 from the Choose Region drop down menu, you can filter the classes that you see to just those offered by us. You have the additional capability of registering for classes being offered by OSPI or other partnering ESDs. Be sure to note where classes are being held before you register.

2. **Register** for a class simply by clicking on the register button to the right [Register]. You may add additional registrants by clicking Add Person. The next step button will take you to the payment page.

3. **View upcoming classes that you registered for** by clicking on your name at the top right corner of the page and selecting "My Events" from the dropdown list.
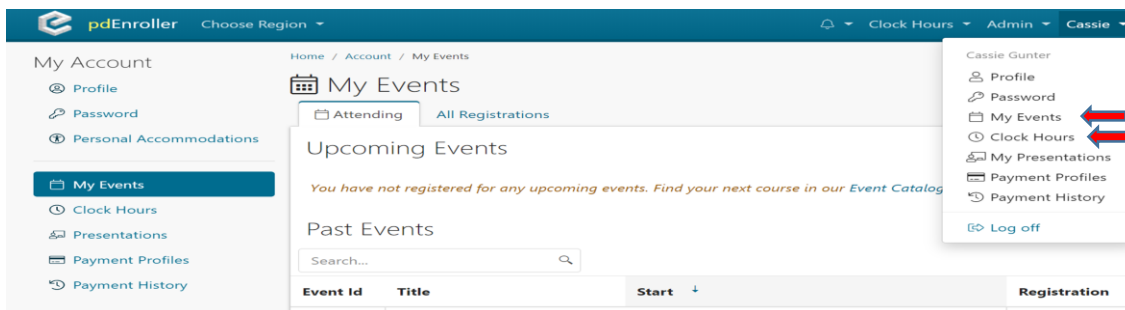
4. **Purchase your clock hours.** After you attend a class and the attendance has been entered, you will receive an email notice that you have clock hours available. You may log in and then click on "Clock Hours". You will be asked to complete a post event survey. Then you will be able to pay for your clock hours online.

5. **View Transcripts.** You can view or print an official transcript from the Clock Hours page by clicking on the Download Transcripts button at the bottom of the page.
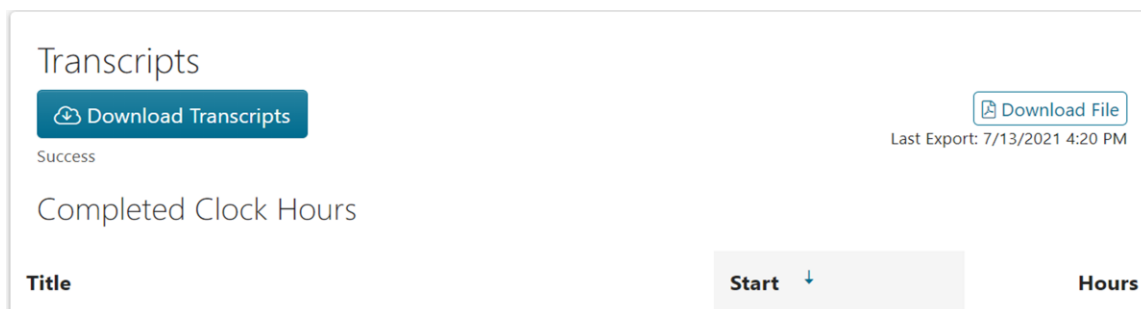
Frequently Asked Questions

1. **How do I change my address or password?**

   To make changes to your account, once you are logged in, just click on your name at the upper right corner of the screen. On the dropdown list you will have options to edit your profile, change your password, and edit your preferences. Make sure to click the "Save" or "Update" button after you make your changes.

2. **Will my clock hours upload into E-Cert automatically?**

   Any clock hours purchased ***prior to July 14, 2021*** will have to be manually entered into your OSPI EDS (E-Cert) account. Any clock hours purchased ***after July 14, 2021*** will automatically upload to your account.

3. **What forms of payment do you accept for clock hours?**

   Credit or debit card may be used to pay for clock hours.

4. **How do I pay for registration for Professional Development?**

   The preferred method is by credit/debit card. A district purchase order (PO) is also accepted. The system will request the PO number when registering. Please email, fax or mail the PO to the contact person for the event you are registering for.

5. **What if I have questions not on this list?**

   Questions specific to a training should be directed to the contact person listed on the event. For clock hour or pdEnroller questions, contact clockhours@esd105.org.