

## 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 “Resources for Staff”
- Click on “PD Express”
- 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 PD” from the PD Express toolbar
- Select “In District PD Catalog”, the current month’s PD calendar will open
- 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 in order for your clock hours to be awarded.**
- Registration in PD Express closes 7 days after the Professional Development event/activity has ended.

### For Questions Contact:

Jen Babiash- Director of Teaching & Learning  
651-407-7579

Kelly Trivett- Administrative Assistant  
651-407-7575

## PD Express - User Guide

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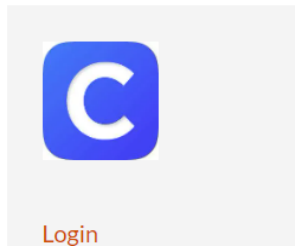
### 1. To Access PD Express:

- Go to the District “Homepage” and click on “Staff > Resources for Staff”
- Click on “PD Express”

## Resources for Staff

*Providing staff members with helpful information*

### Staff Online Tools



BEAR TECH

FRONTLINE

PDEXPRESS



WHITE BEAR LAKE ISD  
PROFESSIONAL LEARNING CENTER

Staff ID

Password

Log In

Need your ID or password?  
Request a Guest ID?

- 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 PD"* from the PD Express toolbar.



- Select "In District PD Catalog". The current month's PD calendar will populate.
- Select the month and date of the event you would like to register for.
- 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.

## 3. 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.

4. For additional opportunities outside of the district: [Relicensure Opportunities and Information](#)

### For Questions Contact:

Jen Babiash- Director of Teaching & Learning  
651-407-7579

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