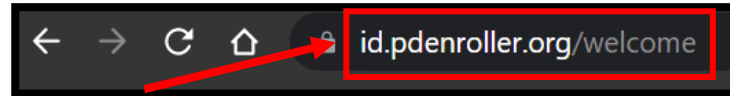


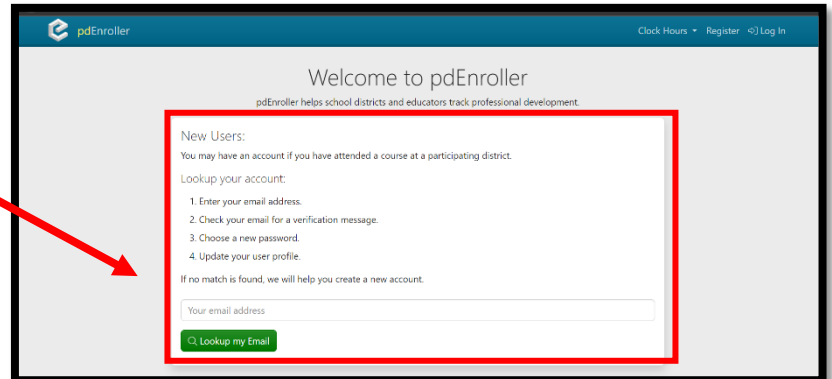
HOW TO Create a pdEnroller Account

This guide will walk you through the steps of creating a pdEnroller account to sign up and track clock hours.

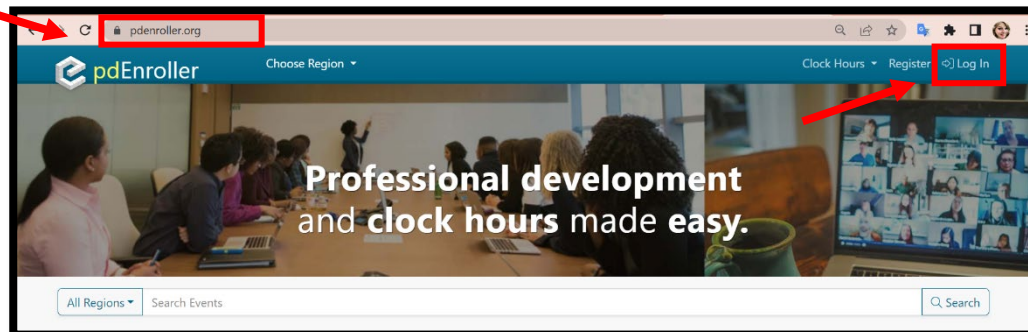
Before you begin: Navigate to <https://www.pdenroller.org/welcome>



NOTE: To avoid creating duplicate accounts and having your clock hours split between multiple transcripts, be sure to try all possible email addresses that you may have previously used for registrations or clock hours. You can always update your email address once you are activated. If none of your email addresses are recognized by the system, you may create a new user account.

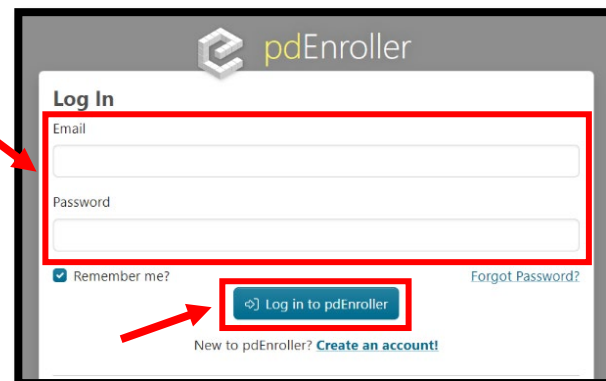


Step 1: Navigate to <https://www.pdenroller.org/>



Step 2: Select "Log in" in the upper right corner of the page.

Step 3: Type your pdEnroller credentials, then select "Log In"

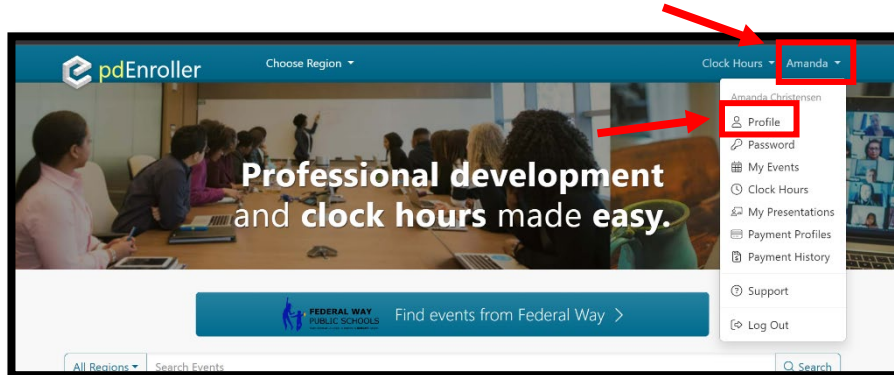




Step 4: Select your name in the upper right corner of the page.

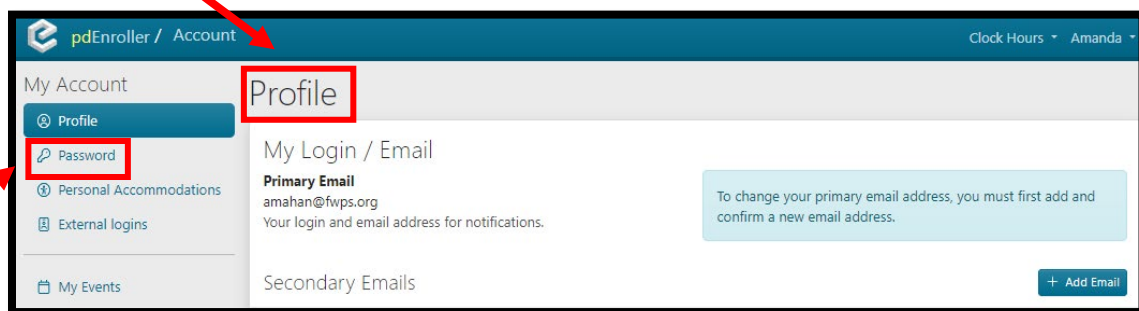
Step 5: Select Profile

NOTE: On this page you can update contact information, add secondary emails, change your primary email, connect to your district, and enter your Washington Teaching Certificate Number to aid in tracking your clock hours with OSPI.



Step 6: Select Passwords under the "My Account" menu on the left side of the screen.

NOTE: On this page you can update your password as needed.



Thank you for completing this step-by-step guide.