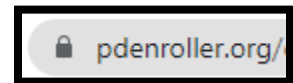


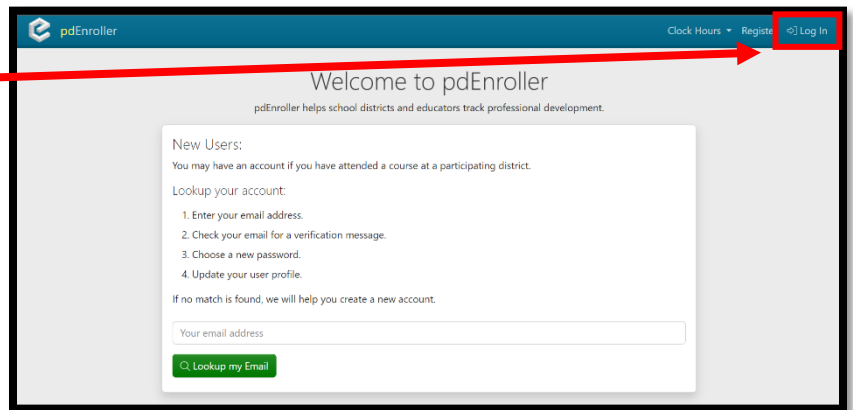
## HOW TO Sign Up for Clock Hour Events

This guide will walk you through the steps of signing up for clock hour events in pdEnroller.

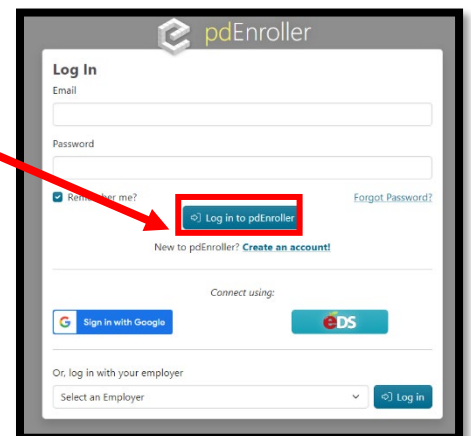
**Step 1:** Navigate to <https://www.pdenroller.org/>



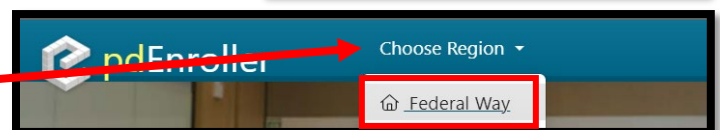
**Step 2:** Select "Log in" in the upper right corner of the page



**Step 3:** Type your pdEnroller credentials and select "Log In"

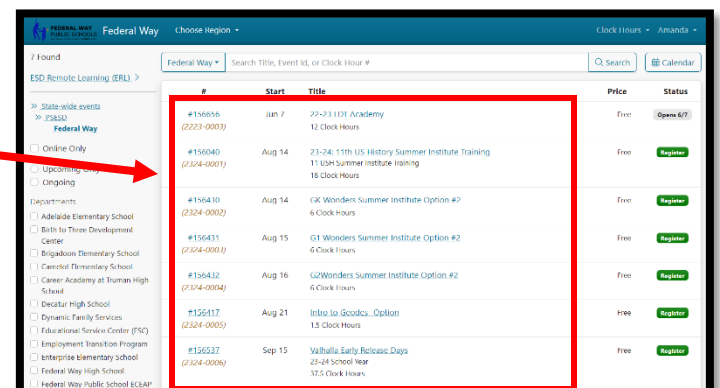


**Step 5:** Hover over "Choose Region" at the top of the screen.



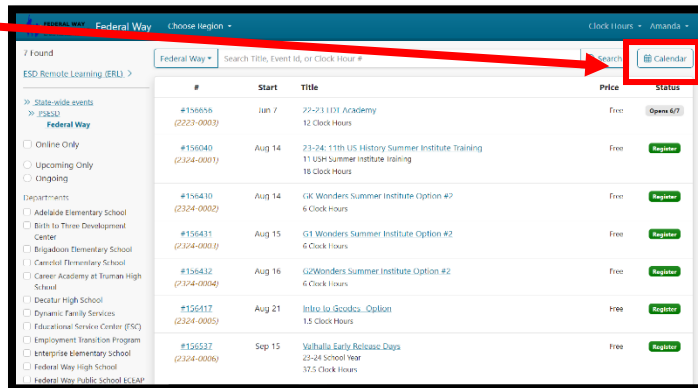
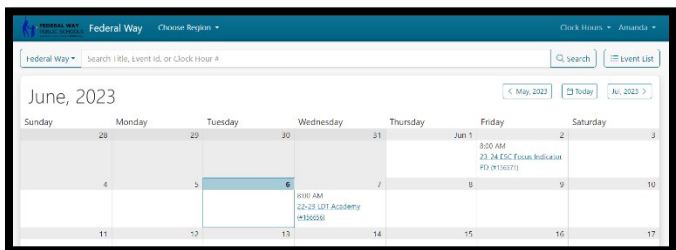
**Step 6:** Select "Federal Way"

**Step 7:** View events from the list view.  
**NOTE: Events are listed in date order.**

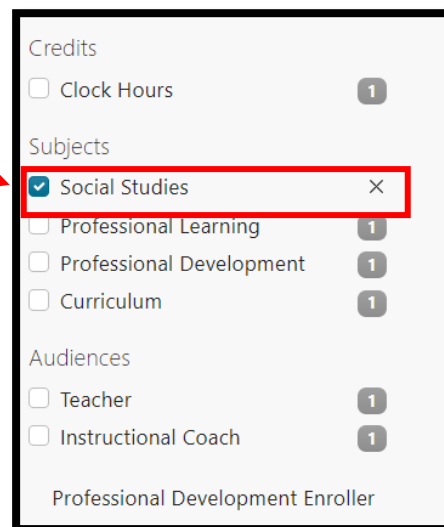
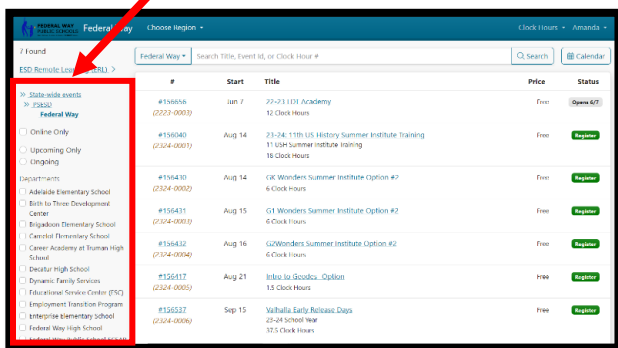




**Step 8:** Optional: You can select the "Calendar" icon to navigate to a calendar view of events.



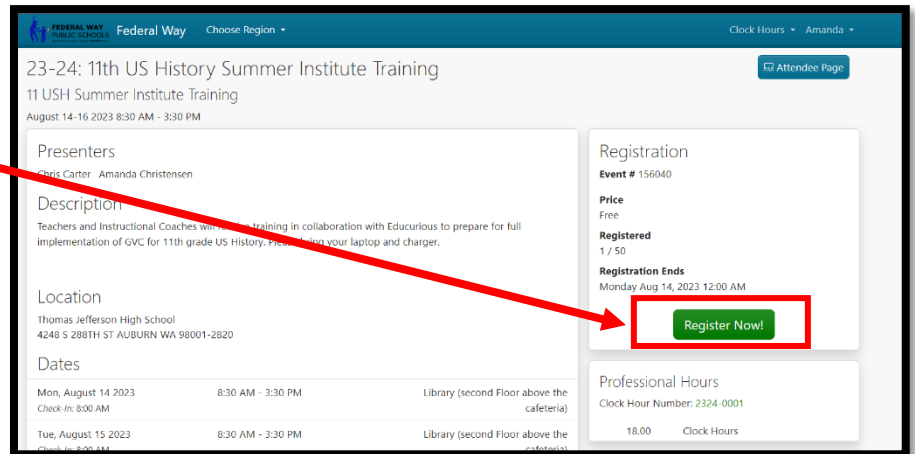
**Step 9:** Select any indicators in the list view that you are looking for along the left side to help narrow down the event selection list.



**Step 10:** Select the blue link for the event you wish to register for.



**Step 11:** On the event page, select the green "Register Now!" button



23-24: 11th US History Summer Institute Training  
11 USH Summer Institute Training  
August 14-16 2023 8:30 AM - 3:30 PM

**Presenters**  
Chris Carter Amanda Christensen

**Description**  
Teachers and Instructional Coaches will receive training in collaboration with Educurious to prepare for full implementation of GVC for 11th grade US History. Please bring your laptop and charger.

**Location**  
Thomas Jefferson High School  
4248 S 288TH ST AUBURN WA 98001-2820

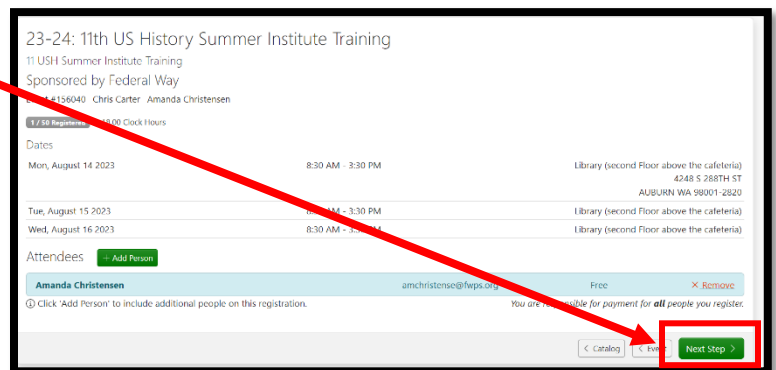
**Dates**

Mon, August 14 2023	8:30 AM - 3:30 PM	Library (second Floor above the cafeteria)
Tue, August 15 2023	8:30 AM - 3:30 PM	Library (second Floor above the cafeteria)

**Registration**  
Event # 156040  
Price  
Free  
Registered  
1 / 50  
Registration Ends  
Monday Aug 14, 2023 12:00 AM

**Professional Hours**  
Clock Hour Number: 2324-0001  
18.00 Clock Hours

**Step 12:** Select "Next Step" when you see your name on the Attendees list.  
**NOTE: Do not select "Add Person". They will not receive the confirmation emails or communications for the event.**



23-24: 11th US History Summer Institute Training  
11 USH Summer Institute Training  
Sponsored by Federal Way  
Event # 156040 Chris Carter Amanda Christensen  
17/50 Registered 18.00 Clock Hours

**Dates**

Mon, August 14 2023	8:30 AM - 3:30 PM	Library (second Floor above the cafeteria) 4248 S 288TH ST AUBURN WA 98001-2820
Tue, August 15 2023	8:30 AM - 3:30 PM	Library (second Floor above the cafeteria)
Wed, August 16 2023	8:30 AM - 3:30 PM	Library (second Floor above the cafeteria)

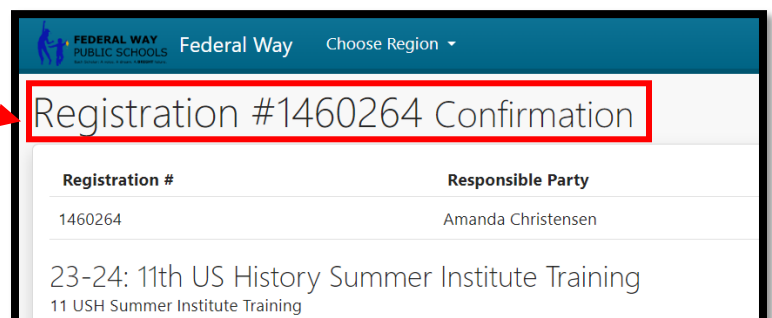
**Attendees** + Add Person

Amanda Christensen	amchristense@fwp.sds.org	Free	X Remove
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Ⓞ Click 'Add Person' to include additional people on this registration. You are responsible for payment for all people you register.

< Catalog < Attendees **Next Step >**

**Step 13:** You will be redirected to a Registration Confirmation page.



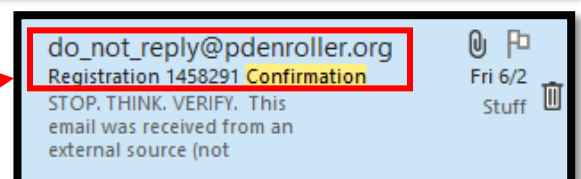
FEDERAL WAY PUBLIC SCHOOLS Federal Way Choose Region

**Registration #1460264 Confirmation**

Registration #	Responsible Party
1460264	Amanda Christensen

23-24: 11th US History Summer Institute Training  
11 USH Summer Institute Training

**Step 14:** You will receive an email with your Registration Confirmation.

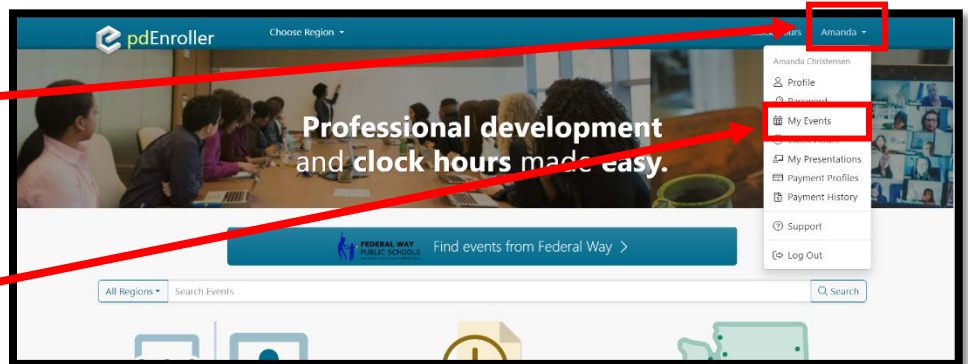


**do\_not\_reply@pdenroller.org**  
**Registration 1458291 Confirmation**

STOP. THINK. VERIFY. This email was received from an external source (not

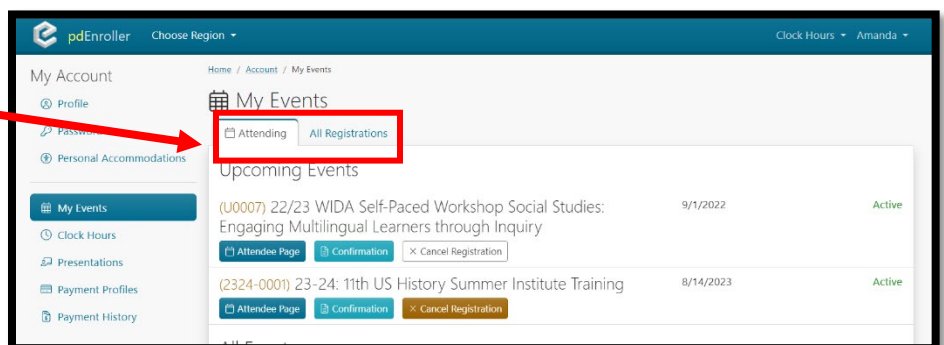
Fri 6/2  
Stuff

**Step 15:** To view your registrations, select your name in the upper right corner.



**Step 16:** Select "My Events"

**Step 17:** The list of all upcoming and past events will be on this page.



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