



TO REGISTER FOR A COURSE

- Click on the **In-District PD** tab on the **Home** page, then the drop down, **In-District PD catalog**. You can search for a course by entering the school name, course ID number, or any part of the course title for which you are looking. Then click the **find** button.

To find information on courses for *which you are currently registered*:

- Click **My Information** and **In-District PD**. Click on the title of the course and the original registration page will appear with the course details.

DELETING YOURSELF FROM A COURSE

The Home page houses all of your enrolled courses. To delete yourself from a course, simply click on the **X** to the far right of the course title.

FINDING DATES FOR MULTIPLE DAY COURSES:

PDExpress will send you an automated reminder email 3 days before a course begins. You will be responsible for knowing the subsequent days for a multi-day course. Although each individual has their own way of tracking dates, PDExpress provides this information for you on your personal page. If no partial hours have been clocked, the course will still appear on your home page. If partial hours have been clocked just choose the **My Information** tab, scroll to **In-District PD**, find the course title and click on the course section underneath the title. The original registration page will appear with all the dates, times and locations at the bottom of the page.

FINDING YOUR CLOCK HOURS FOR RE-LICENSURE

Your transcript is located on your **Home** page. If you are looking to print your transcript for relicensure, please click the radio button that allows you to enter the 5 year time line. It will take a minute to load since it is customized. Print from the transcript itself, not from your browser. You will have best results using Chrome.

SETTING A FIVE YEAR COURSE TAB:

You can set up your personal page to show courses taken between relicensure dates. Just go to **My Information**, then **Preferences**, and fill in the start and end date of your last license. These dates will post in a radio button when you click on the transcript field.