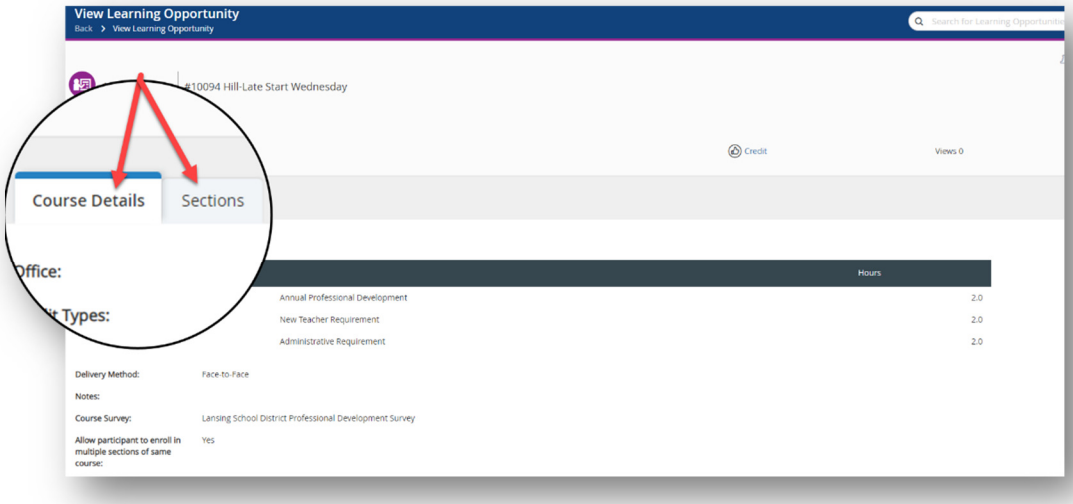
Registering for a PD Section

Once you have located the course that you want to register for you can continue to register for a section under that course. Please follow the steps below:

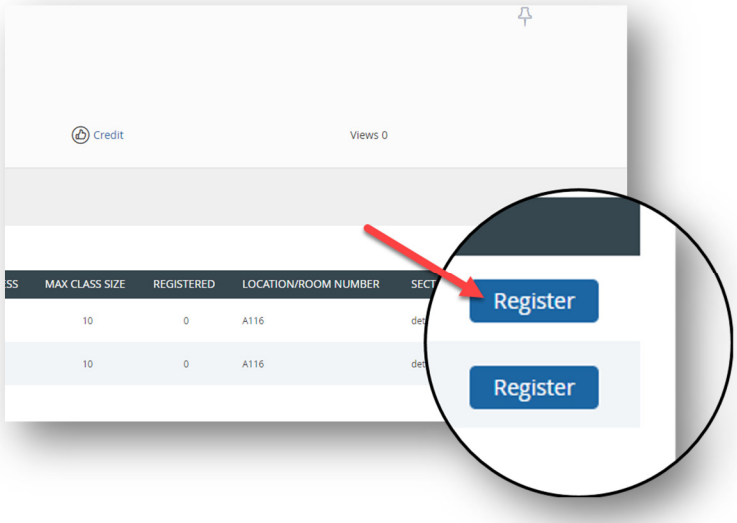
1) Click into the course that you intend to take action on. You will be taken into the course detail screen. Near the top of the screen you will notice two tabs labeled ***Course Details*** and ***Sections***. You will want to review the course details to ensure you are in the desired course and then click onto the ***Sections*** tab to continue to registration.



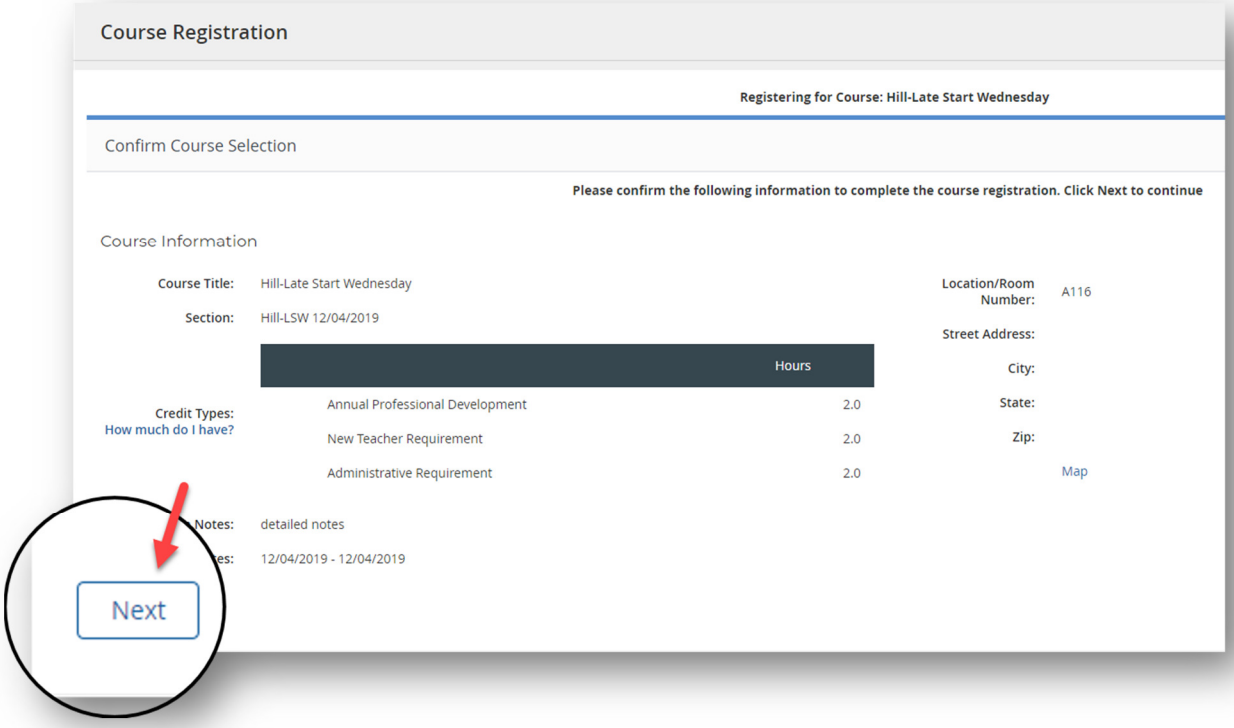
2) Once on the Sections Tab you will want to review the available sections to determine which section(s) you want to register for.

	SECTION NUMBER	SECTION TITLE	DATE	INSTRUCTOR	AD
1	10201	Hill-LSW 12/04/2019	December 4, 2019 - December 4, 2019 2:30 pm - 4:30 pm	PADEN STALTER - STALTP1014@lansingschools.net PHILIP LANGFELDT - LANGFP1024@lansingschools.net	—
2	10202	Hill-LSW 02/12/2020	February 12, 2020 - February 12, 2020 2:30 pm - 4:30 pm	PADEN STALTER - STALTP1014@lansingschools.net PHILIP LANGFELDT - LANGFP1024@lansingschools.net	—

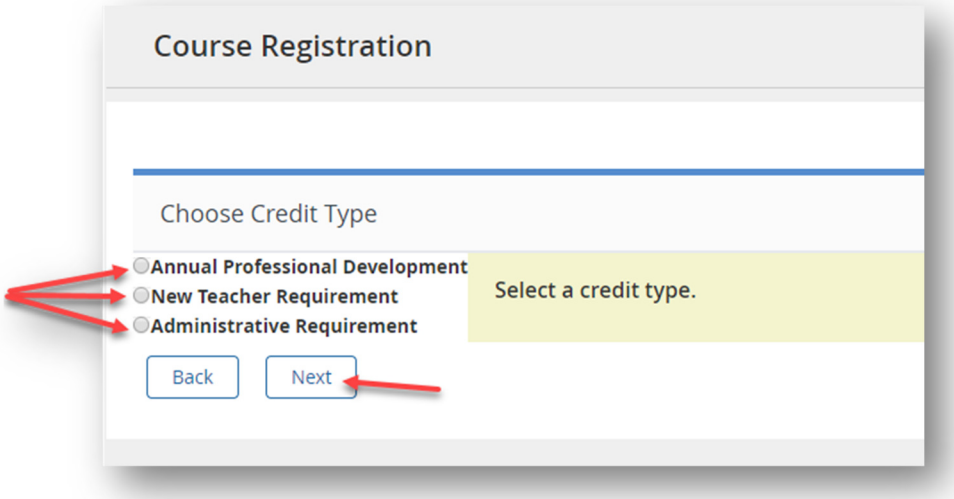
3) Click on the ***Register*** button all the way to the right.



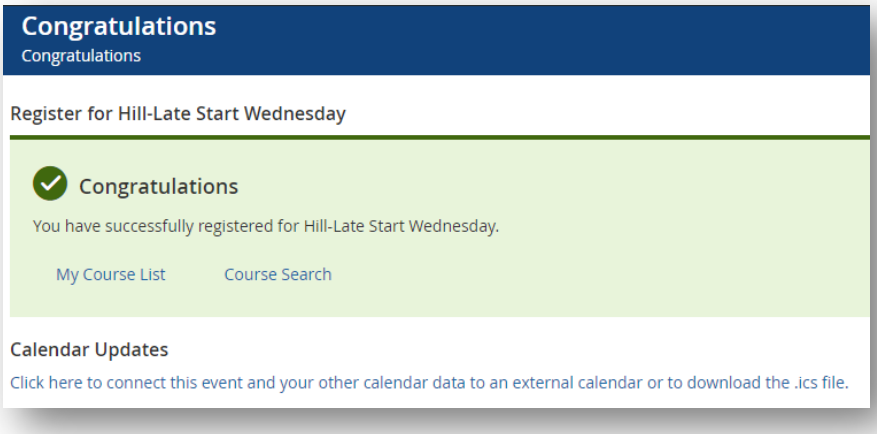
4) This will bring you to a page to confirm your course selection. Please confirm and Hit the NEXT button to continue with registration.



5) You will now come to a page where you are able to choose the ***Credit Type*** that you would like the PD hours to be applied to. You will only be allowed to check one type. Hit ***NEXT***.



6) You will now get a screen that confirms registration.



Want more details on any of these steps? View the help section titled "Registering for a Course" which can be found by direct link here: https://docs.powerschool.com/PLPEH/professional-learning/course-participant/registering-for-a-course