



pdEnroller

Your Trusted Education Registration System

Manage Course Offerings, Clock Hours, Credits and More!

To meet the growing requirements for managing our courses and events, Olympic ESD 114 has partnered with a new program called pdEnroller. pdEnroller is a mobile-friendly web service for event registration, payment, clock hour approval, and clock hour recording. It has an attractive interface, is easy to use and adds much needed functionality for registrars, educators, and administrators.

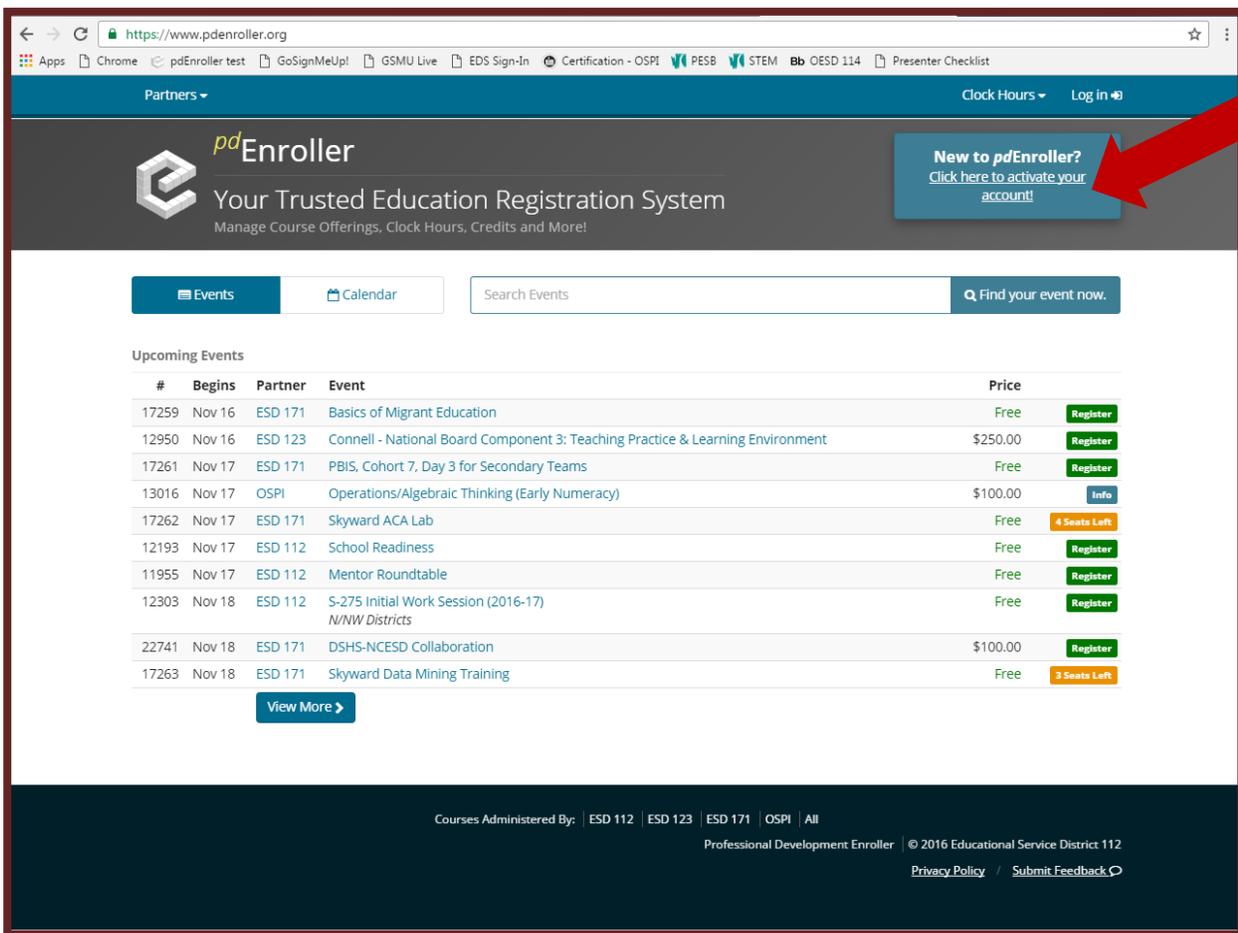
Visit [www.pdenroller.org](http://www.pdenroller.org) to sign up for your next class today!

In the **Getting Started** page below are instructions on using our brand new pdEnroller system. Please read the **Getting Started** page to learn about your first time logging into pdEnroller, and some additional help on submitting clock hour proposals, printing your transcript, and updating your profile.

**USER GUIDE** ver 1.0

# Getting Started with pdEnroller

The first time you go to pdenroller.org you will need activate your account. Do not "log in", but click the blue "New to pdEnroller" button as shown below and follow the "pdEnroller Onboarding Process" instructions on the next page. Activation will merge your clock hours, transcript and user account from our old system into pdEnroller.



The screenshot shows the pdEnroller website interface. At the top, there is a navigation bar with 'Partners', 'Clock Hours', and 'Log in'. The main header features the pdEnroller logo and the tagline 'Your Trusted Education Registration System'. A prominent blue button with white text reads 'New to pdEnroller? Click here to activate your account!'. Below this, there is a search bar and a list of upcoming events.

#	Begins	Partner	Event	Price	
17259	Nov 16	ESD 171	Basics of Migrant Education	Free	<a href="#">Register</a>
12950	Nov 16	ESD 123	Connell - National Board Component 3: Teaching Practice & Learning Environment	\$250.00	<a href="#">Register</a>
17261	Nov 17	ESD 171	PBIS, Cohort 7, Day 3 for Secondary Teams	Free	<a href="#">Register</a>
13016	Nov 17	OSPI	Operations/Algebraic Thinking (Early Numeracy)	\$100.00	<a href="#">Info</a>
17262	Nov 17	ESD 171	Skyward ACA Lab	Free	<a href="#">4 Seats Left</a>
12193	Nov 17	ESD 112	School Readiness	Free	<a href="#">Register</a>
11955	Nov 17	ESD 112	Mentor Roundtable	Free	<a href="#">Register</a>
12303	Nov 18	ESD 112	S-275 Initial Work Session (2016-17) <i>N/NW Districts</i>	Free	<a href="#">Register</a>
22741	Nov 18	ESD 171	DSHS-NCESD Collaboration	\$100.00	<a href="#">Register</a>
17263	Nov 18	ESD 171	Skyward Data Mining Training	Free	<a href="#">3 Seats Left</a>

At the bottom of the page, it states: 'Courses Administered By: ESD 112 | ESD 123 | ESD 171 | OSPI | All' and 'Professional Development Enroller | © 2016 Educational Service District 112'. There are also links for 'Privacy Policy' and 'Submit Feedback'.

# Activating your pdEnroller account

Logging in: The first time you use pdEnroller you will need to activate your account.

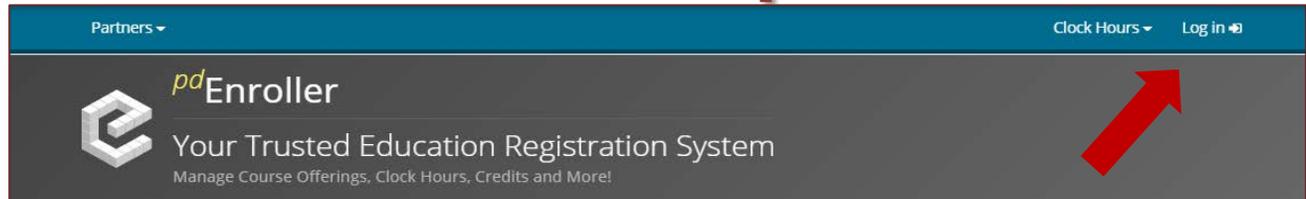
1. Click here to go to the Activation Screen (starting January 1, 2017)
2. Enter your email address\* and click the green "Let's Get Started" button
3. You will receive an auto-email from pdEnroller - Please check your clutter and spam folders for this email.
4. Follow the next few steps to merge your data from the old system into pdEnroller
5. Update your profile information

You will only need to do this step once. After activation you can simply login to pdEnroller with the Login link at the top right of the pdEnroller page.

\*Use the email address that you used to register in the old system. If your email address is not recognized, try any other email addresses you may have. If you still have problems activating, contact us before creating a new profile.

The screenshot shows the pdEnroller website's onboarding page. The browser address bar displays "https://www.pdenroller.org/welcome". The page header includes the pdEnroller logo, "Partners", "Clock Hours", and "Log in". The main heading reads "Welcome to pdEnroller" and "The New Professional Development Event Registration System". A central box titled "pdEnroller Onboarding Process" contains the following text: "You may already have an account from another courses and registration system. Enter your email below to activate your imported account." Below this is a form with a yellow-highlighted input field labeled "Enter your email address (User ID or Login ID)", a "Let's get started!" button, and a "Go to pdEnroller Login" button. A large red arrow points to the "Let's get started!" button. To the right of the onboarding box, there is a list of features and instructions for existing users. The footer contains navigation links for "Courses Administered By: ESD 112 | ESD 123 | ESD 171 | OSPI | All", "Professional Development Enroller", "© 2016 Educational Service District 112", "Privacy Policy", and "Submit Feedback".

# What can I do on pdEnroller?



The image shows the top navigation bar of the pdEnroller website. It includes a 'Partners' dropdown menu, the 'pdEnroller' logo, the tagline 'Your Trusted Education Registration System', and the subtext 'Manage Course Offerings, Clock Hours, Credits and More!'. On the right side, there are links for 'Clock Hours' and 'Log in'. A red arrow points to the 'Log in' link.

To log in after your account has been activated, simply click “Log in” at the upper right corner of the pdEnroller.org homepage. Once you are logged in, you can:

1. **Search classes to register for.** By clicking on ESD 114 at the bottom portion of the screen, you can filter the classes that you see to just those offered by us. You have the additional capability of registering for classes being offered by OSPI or other partnering ESDs. Be sure to note where classes are being held before you register.



A dark blue horizontal bar with white text that reads 'Courses Administered By:'. Below this text are several filter buttons: 'ESD 112', 'ESD 113', 'ESD 114', 'ESD 123', 'ESD 171', 'OSPI', and 'All'.

2. **Register** for a class simply by clicking on the register button on the right.  You may add additional registrants by clicking . The next step button will take you to the payment page.

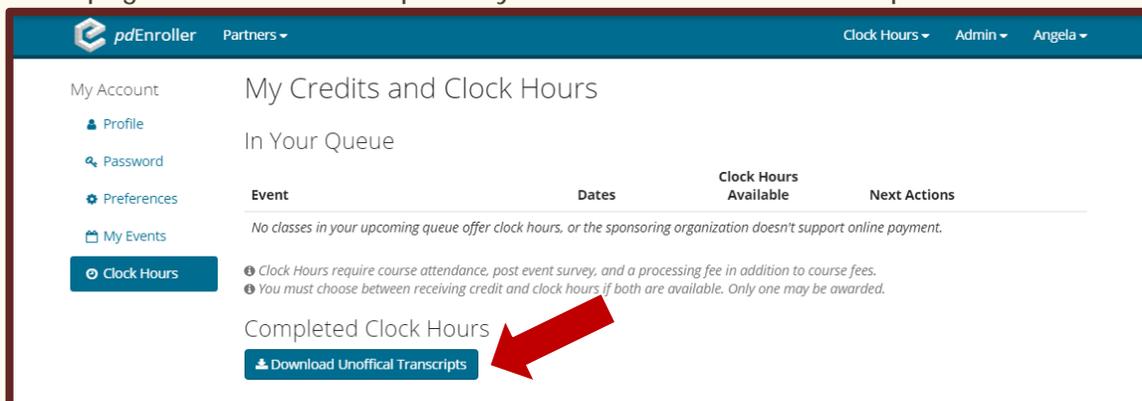
3. **View upcoming classes that you registered for** by clicking on your name at the top right corner of the page and selecting “My Events” from the dropdown list.



The image shows a user's profile page with a dropdown menu open. The user's name 'Angela' is in the top right corner. The dropdown menu lists several options: 'Angela Wageman', 'Password', 'Preferences', 'My Events', 'Clock Hours', and 'Log off'. A red arrow points to the 'My Events' option.

4. **Purchase your clock hours.** After you attend a class and the attendance has been entered, you will receive an email notice that you have clock hours available. You may log in and then click on “Clock Hours”. From the drop down list, select “My Clock Hours”. You will be asked to complete a post event survey. Then you will be able to pay for your clock hours online.

5. **View Transcript.** You can view or print an unofficial transcript from the Clock Hours page. Official transcripts may still be ordered with a request form.



The image shows the 'My Credits and Clock Hours' page. It features a table with columns for 'Event', 'Dates', 'Clock Hours Available', and 'Next Actions'. Below the table, there is a section for 'Completed Clock Hours' with a button labeled 'Download Unofficial Transcripts'. A red arrow points to this button.

# Frequently Asked Questions

## 1. How do I change my address or my password?

To make changes to your account, once you are logged in just click on your name at the upper right of the screen. On the dropdown list you will have options to edit your profile, change your password, and edit your preferences. Make sure to click the "Save" or "Update" button after you make your changes.

## 2. Can I still send in my clock hour forms to the OESD with a check or stop by the OESD office to register my hours?

Yes! If you prefer not to register and pay for your clock hours online, you still have the option of printing your clock hour form and sending it in to our office.

## 3. Is there an app for that?

Yes! There is a free pdEnroller app available for Android users. Download on your device and manage your registrations and clock hours anywhere.

## 4. How do I submit a clock hour proposal on the new pdEnroller system?

OESD 114 now accepts Clock Hour Proposals online. If you don't already have a registration/clock hour proposal online account, you will need to create an account to begin using the online proposal process. This is the same log in that you use to register for courses. Each time you submit a proposal, you will use your own personal log in and password to access the proposal system. Contact Angela Wageman for assistance setting up this system role.

[Click here for more detailed information on the new Clock Hour Proposal Process \(coming soon\)](#)

## 5. Other Questions? We will add to this document as your questions arise.