How To Register for a Workshop on Professional Development

To Register for a Workshop:
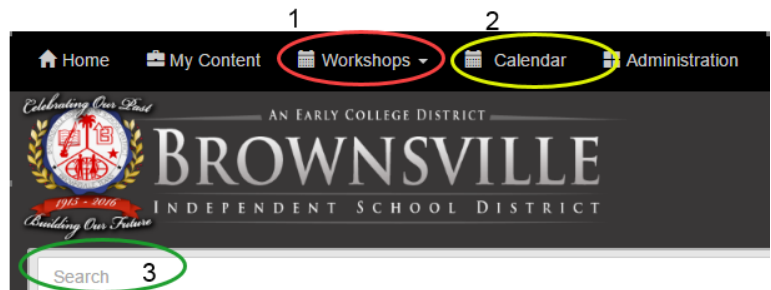
1. Go to BISD's Website (http://www.bisd.us/)

2. Click on "Quicklinks"

3. Select "PDS"

4. Enter **Email address**. (district email address)

5. Enter **Password**

6. Select the Workshop needed

There are 3 ways to search and register for a workshop:

1. **Workshops**
   a. Click on **Workshops** - **Search Workshops**
   b. **Click here for Advance Search of Workshops**
   c. Enter any known information
      (for example: Workshop Number, Workshop date range, Title/ Description, Subject(s))
   d. Search for Workshop and `View Workshop Details`
   e. Workshop Registration Details will appear,
      i. if this is the Workshop, `Register` *(on the top right hand side of the Details)*
      ii. If this is not the Workshop, repeat to step c.
   f. **Continue with Registration** and **Confirm Registration**
   g. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

2. **Calendar**
   The current month's calendar will display with all Trainings and Meetings scheduled.
   Change the month by clicking the arrows.
   a. Hover over the Workshop to see additional information
   To search for specific results, use the drop down to narrow the Workshop search.
   *Selections **Select a School, Select a Room** or **Select a Subject**)*
   b. Click on the Workshop to `Register` *(on the top right hand side of the Details)*
   c. **Continue with Registration** and **Confirm Registration**
   d. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

3. **Quick Search bar**
   a. Enter any known information, date, Workshop Number, Workshop Title
   b. Select the Workshop needed
   c. Review the Workshop Registration Details and `Register` *(on the top right hand side of the Details)*
   d. **Continue with Registration** and **Confirm Registration**
   e. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

Reminder: To successfully logout, click on "Welcome *Name",* and Logout.