



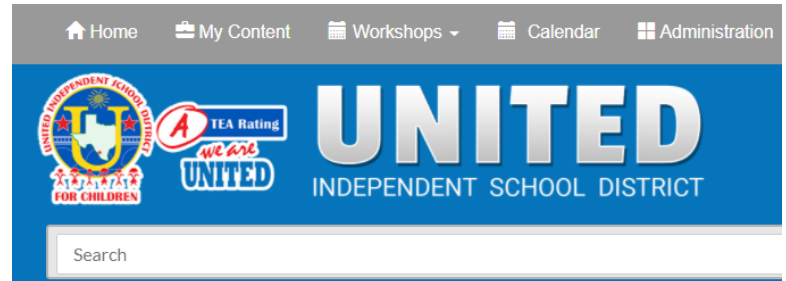
How To Register for a Workshop on Professional Development

To Register for a Workshop:

1. Go to [Professional Development System/ OmniTrack](#)
2. Enter **District Email address**
3. Enter **District Password**
4. Select the Workshop needed



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



1. 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

2. 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.