

How To Use PD Express

THE PROFESSIONAL DEVELOPMENT PROGRAM

- To log into PD Express, use the FIREFOX web browser **ONLY**:

http://10.5.10.112/pdexpress/login.aspx

You will only be able to visit this site at WORK.

You will not be able to access this site at home.

- To log in you must enter:

1. ID District Email Address (minus the @eastorange.k12.nj.us)

ie. If your email was **jane.doe@eastorange.k12.nj.us**

Your ID would be: **jane.doe**

EAST ORANGE SCHOOL DISTRICT
PROFESSIONAL LEARNING CENTER

ID:

Password:

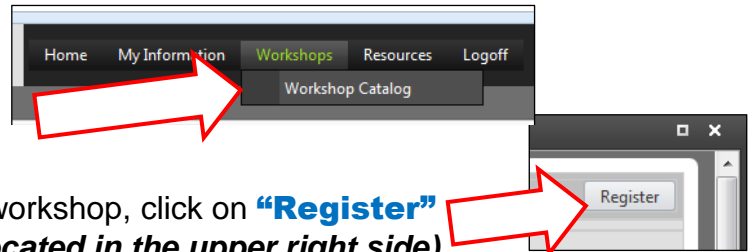
Domain: eastorange

Log In

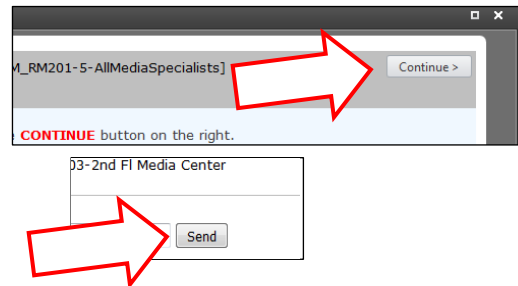
2. Password District Email Password

HOW TO VIEW A WORKSHOP CATALOG and REGISTER

- Click on **“Workshops”** Tab.
- Click on **“Workshop Catalog.”**
- Click on workshop that you are interested in.
- If you would like to register for that particular workshop, click on **“Register”**
(Located in the upper right side)

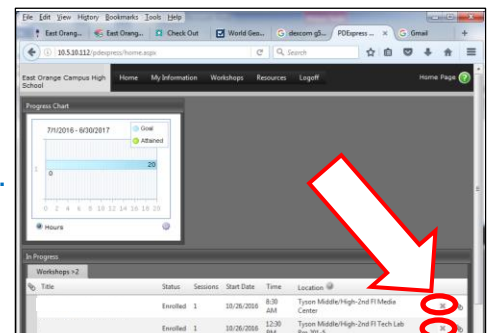


- Confirm your registration by clicking **“CONTINUE.”**
(Located in the upper right side)
- Click **“SEND”** to EMAIL CONFIRMATIONS.
- ALWAYS CLICK ON **“SEND”** TO HAVE EMAIL CONFIRMATIONS SENT TO YOU!!!



HOW TO DELETE A WORKSHOP WHICH YOU HAVE PREVIOUSLY REGISTERED TO ATTEND

- Go to Home Page for PD Express.
- All of the workshops you have registered for will appear.
- Follow along the line of the particular workshop you wish to delete; there will be an **“X”** on the right side. Click on that **“X”**.
- The words: *“Are you sure you want to withdraw from this workshop?”* will appear.
- Click **“OK.”**



FOR YOUR INFORMATION In the Workshop Catalog, you will notice an ID code, i.e.,

Costley_AM_RM6_Gr6-12ELA

The code will state the **workshop’s location, session time, room number and targeted audience.**

IF YOU HAVE QUESTIONS, PLEASE EMAIL Kori Washington – kori.cahoon@eastorange.k12.nj.us
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