

# Directions for Professional Development Online (PDO) Registration

- To find the PDO link, please type PDO in the search engine on the MCPS web page. Under Recommended Links, look for Professional Development Online. Click Professional Development Online (PDO)
- Use your MCPS user name and password to login. (It's the same one you use to access your Outlook E-mail.)
- During the summer hiring crunch there may be a delay before you receive your user name & password. Thank you in advance for your patience.

After you are in PDO:

1. Find the *Course Search* box on your PDO home page.
2. Enter 87368 in the *Search* field.
3. Click the *Search* button.
4. This will take you to the New Educator Orientation 2018 courses.
5. Under "*Select a section to register*", you will see three sections displayed and three blue "Register" buttons on the right side. Just below that you will see "*View All Sections*"
6. Click "*View All Sections*". This will take you to the sections details page.
7. Choose the appropriate section. Click the *Register* button.
8. Confirm your registration by clicking the *Next* button.
9. After you confirm your registration in PDO, a confirmation email will be sent.

