

# Directions for Professional Development Online (PDO) Registration for Special Education Day

- To find the PDO link, look under *Staff* in the blue box at the bottom of any MCPS web page.
- 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 NEO in the *Search* field.
3. Click the *Search* button.
4. Click the *NEO: Special Education Additional Day of Orientation* link.
5. Choose & click on section # 107328 on the left side of the page. This will take you to the sections details page.
6. Click the *Register* button.
7. Confirm your registration by clicking the *Next* button.
8. After you confirm your registration in PDO, a confirmation email will be sent.

