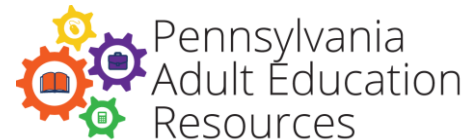


PA Adult Education Resources PD Portal New User Account Requests



The following people can request new accounts for your agency:

- **In-House Professional Development Specialist** - will request accounts for agency staff
- **Tutor Coordinator** – will request accounts for volunteer tutors
- **Administrators** – will request accounts for agency staff or volunteer tutors

In-House Professional Development Specialists, Tutor Coordinators, and Administrators will email Barb Dukes at badukes@pa.gov with the following information for new registrants:

- Email address
- First name
- Last name
- Agency
- PPID# (if applicable*)
- Title

*The PPID# is a number that is used by the Department of Education to award and track Act 48 credit. Only certified K-12 teachers or those with special certification from the Department of Education will have a PPID#, and they should be able to provide that number to you.

In-House Professional Development Specialists and Administrators will contact the PD Portal tech support at pdportal@tiu11.org for other requests, including:

- Updated information is required for a staff member who currently has a profile in the PD Portal
- A staff member's profile must be deactivated because he or she no longer works at your agency

Professional Learning Opportunity Registration Process (Please share this information with your staff)

- 1) Browse the Professional Learning Opportunities Catalog on the PD Portal homepage to view current offerings.

- 2) Review the description and download the syllabus to determine if this is the best professional learning opportunity for you. It's important to review the syllabus because it contains the beginning and end dates for the offering, pre-requisites, assignment due dates, and resources needed to complete the course.
- 3) Get approval from your administrator to enroll in the training.
- 4) Click on the Enroll button.
- 5) You will receive an email confirming your registration. If you are placed on a waitlist, a message will appear on the screen.