North Central Educational Service District

Summer Academy 2017
pdEnroller

Fiscal Coordination
July 2017

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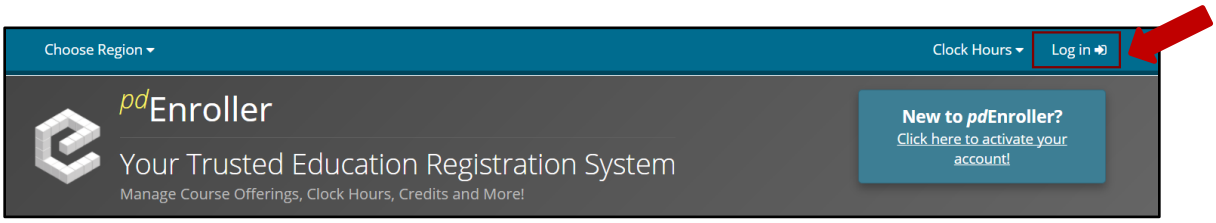
Professional Development Enroller, or pdEnroller, is a mobile-friendly web service for event registration, payment, clock hour approval, and clock hour recording. It has an attractive interface, is easy to use and adds much needed functionality for registrars, educators, and administrators.

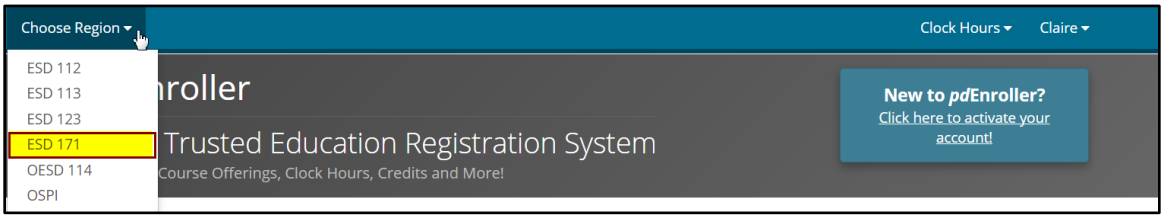
SEARCHING FOR AN EVENT

Log Into pdEnroller



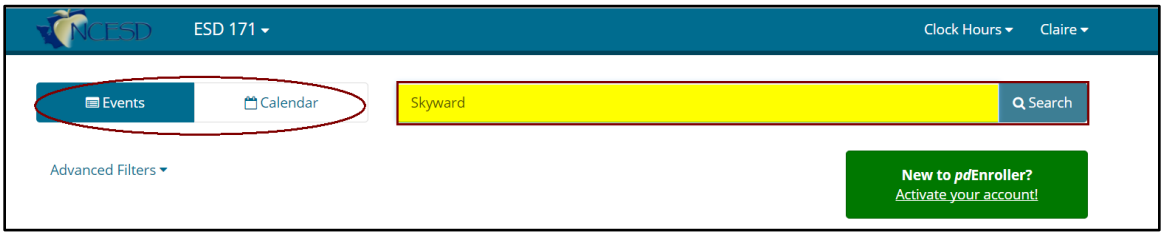
Choose Region to ensure you are only seeing ESD171 offered trainings.

- Select “Choose Region” in the upper left hand corner to display drop down menu.
- Select “ESD 171”



Please Note: You have the additional capability of registering for classes being offered by OSPI or other partnering ESD’s. Be sure to note where classes are being held before you register.

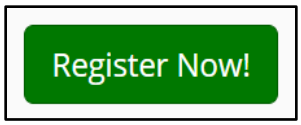
Type “Skyward” into the search box at the top of the screen. This will bring up all events that are being put on by the Fiscal Department, as well as our Student Team.



You can also change your view to match your preference. The “Events” view will show you a list of all events that match your search. The “Calendar” view will display a calendar of events by month.

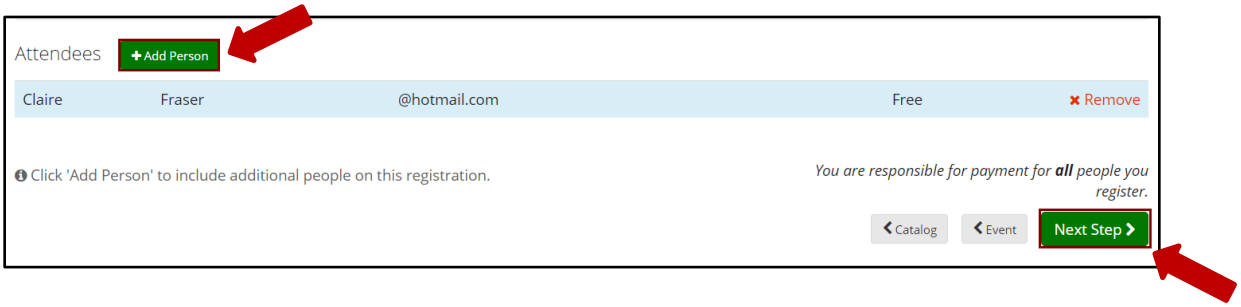
REGISTERING FOR AN EVENT

To register for an event click on the event title to view the details of the specified event then click on the “Register Now” button on the right.

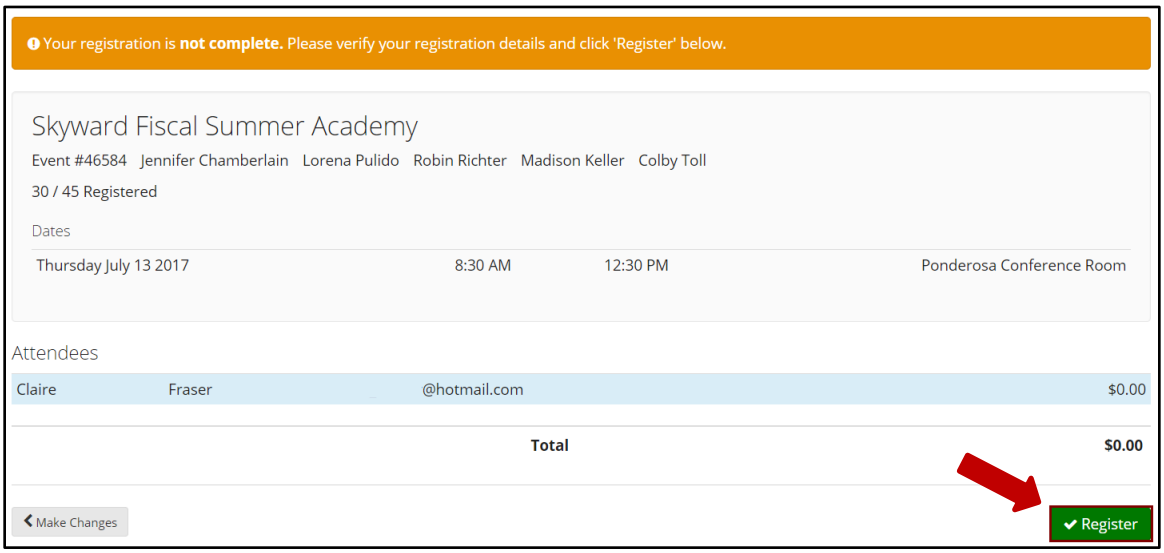


Please Note: When viewing the events in the “Events” view, you can simply click on the **Register** *button on the right hand side of the listed event under the “Status” column to display the details of the event and to register. The Status section will also notify you if the class is close to full, open for a waitlist only, or closed for registration.*

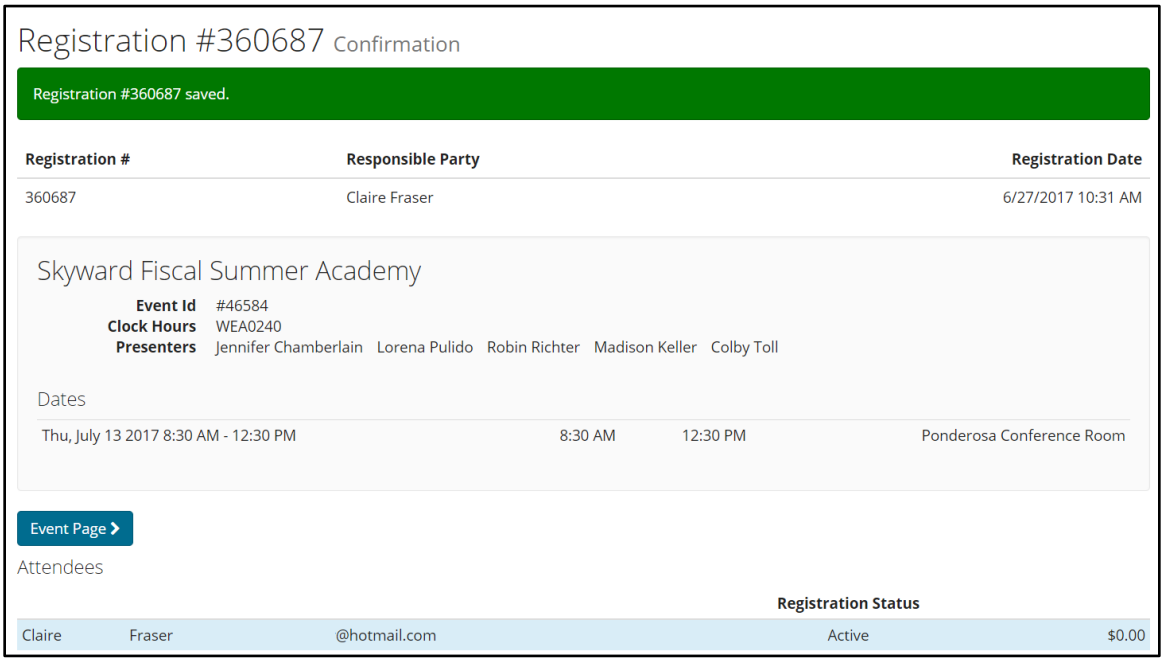
When registering for an event, you may add additional registrants from your district by clicking the “Add Person” button.



Click on Next Step when you are done adding registrants or if you are not adding any additional individuals to the registration. This will take you to the registration verification page. Verify your registration is correct and click “Register”.



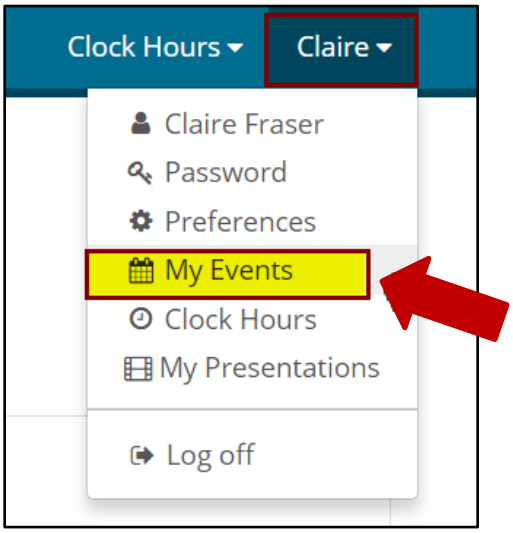
You will then be taken to the Registration Confirmation page. You will also receive an e-mail with your confirmation information.



VIEWING YOUR EVENTS

You can view your upcoming and past events under the “My Events” section of your profile. From there, you can view the event page, confirmation, or cancel your registration.

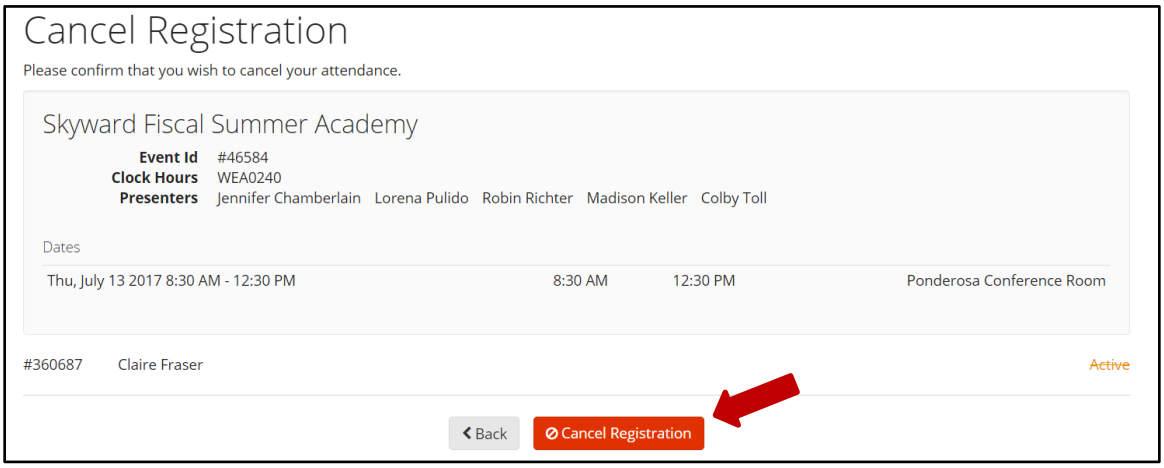
To view your events, find your name in the upper right hand corner from any screen. Click the drop down arrow and select “My Events”.



CANCEL YOUR REGISTRATION

With pdEnroller, you can cancel your registration for any event as long as the event is not scheduled to take place within five days. To cancel your registration, go to your “My Events” page and click on “Cancel Registration” next to the event you wish to cancel.

You will be taken to a confirmation page with the event details. Click the “Cancel Registration” button to confirm your cancellation.



VIEW EVENT PAGE

The “Event Page” allows you to view all the information pertaining to a specific event.

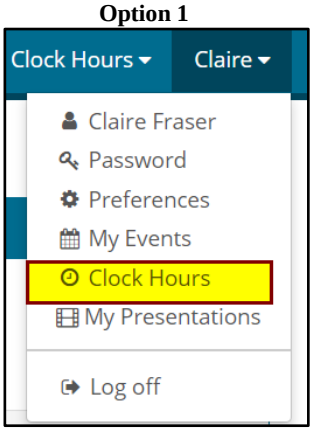
This page will show you each Session with times, location, and a link to add it to your calendar. It will also show you the clock hour information, agenda, and any specific announcements or files for the event. From the “Event Page” you can also view the contact information for the event’s administrators.

Once the Event has ended, you can go to the “Event Page” to print out your Certification of Completion.

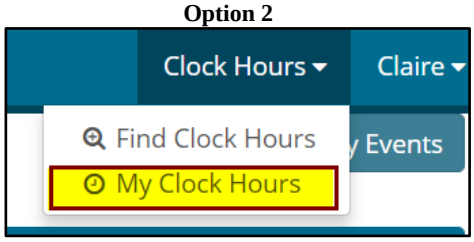
VIEW YOUR CLOCK HOURS

After you have attended a class and the attendance has been entered, you will receive an email notice that you have clock hours available. To view your available clock hours find your name in the upper right hand corner from any screen. Click the drop down arrow and select “Clock Hours”. You can also click on “Clock Hours” in the upper right hand corner and then “My Clock Hours”.

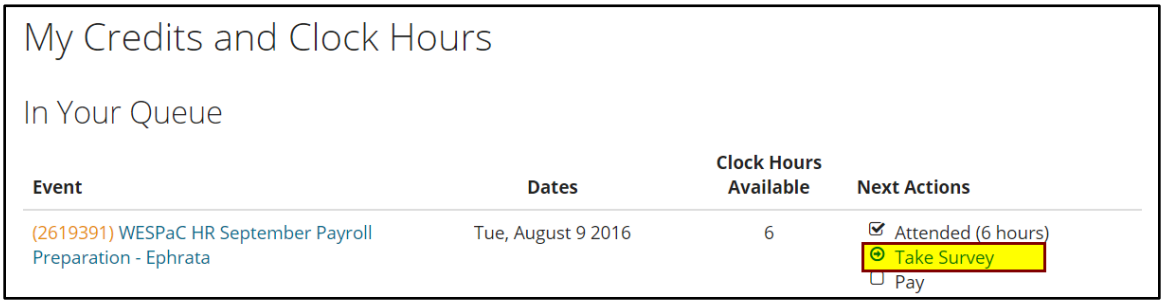
Option 1



Option 2



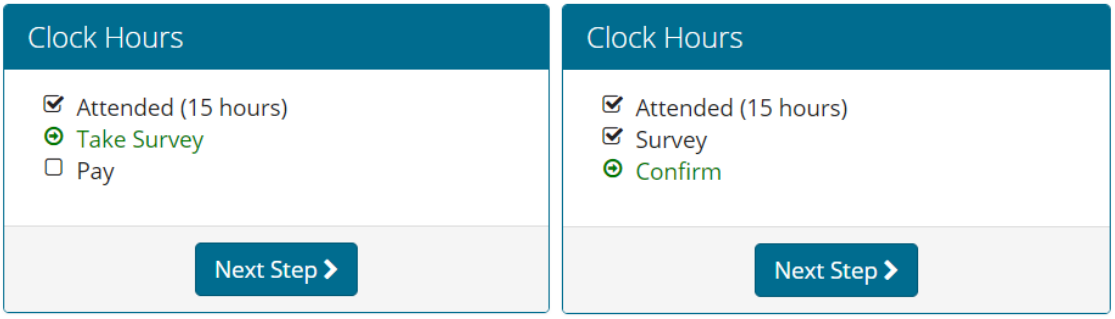
Your Queue will display with any events that have clock hours that you are eligible for. Find the event you would like clock hours for and click on “Take Survey” to the right of the event.



You will be asked to compete a small survery about the event you attended. Once you have competed this survery click the “Submit” button at the bottom of the page.

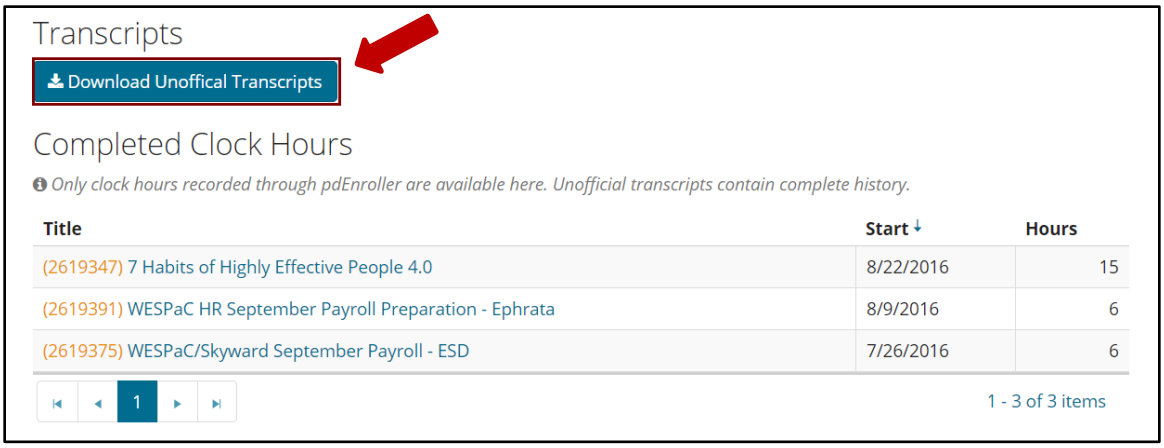
You will receive an e-mail with a link to pay for your clock hours. Once you have paid for your clock hours, you will receive another e-mail to confirm them. Follow the links in each e-mail to finalize your clock hours.

You can also go to the Event Page to see your “Next Step” to pay for and receive your clock hours. Find the event, go to the event page and locate the “Clock Hours” box on the right hand side. Click on “Next Step” to take the survey and again to “Confirm”.



UNOFFICIAL TRANSCRIPTS

From the My Clock Hours page you can also print an unofficial transcript of all your confirmed clock hours.



CERTIFICATION OF COMPLETION

Once attendance has been recorded for an event, you can print off a Certification of Completion. To do this, go the Event Page and select “Download Certification of Completion” on the right hand side.