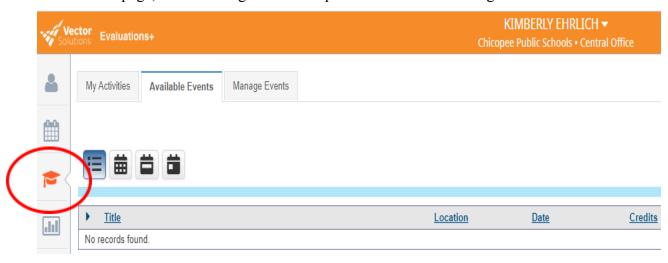
Directions for Participants to Enroll in a Professional Development Event

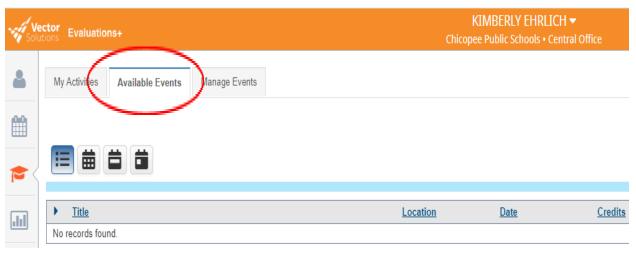
Note: Please use the PD catalog to find your preferred courses <u>before</u> following these directions.

Log into your Vector Solutions account <u>here</u>.

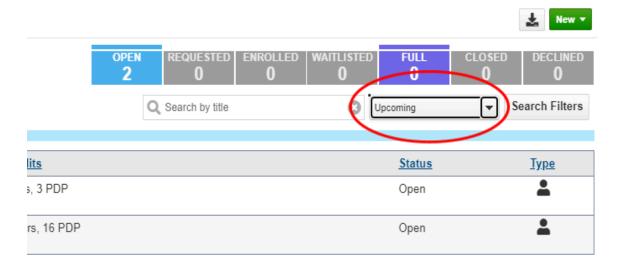
1. On the home page, click on the graduation cap to enter the PD Tracking Tool.



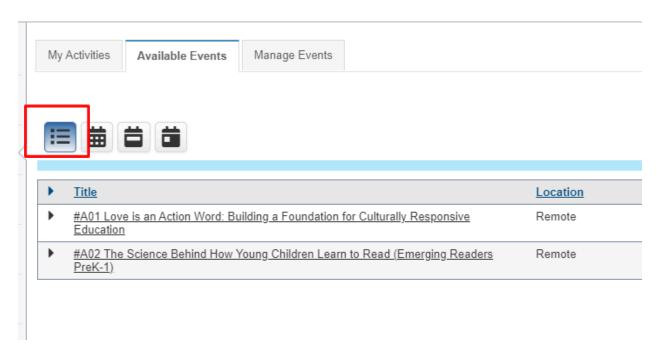
2. You will be taken to the PD Tracking Tool main page, click on Available Events to display a list of PD.



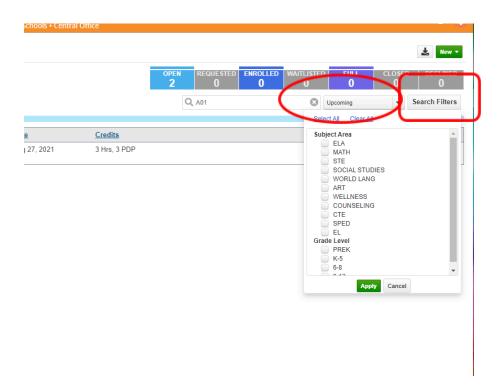
3. Be sure that the date range reads "Upcoming."



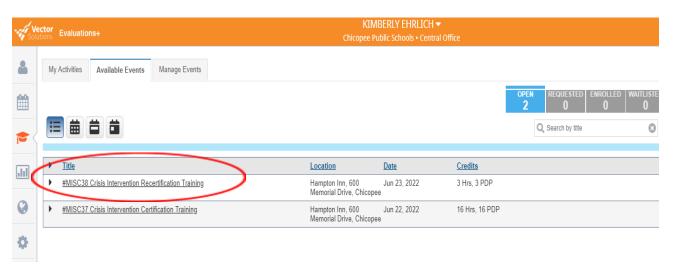
4. It may also be useful to view Available Events in the list view.



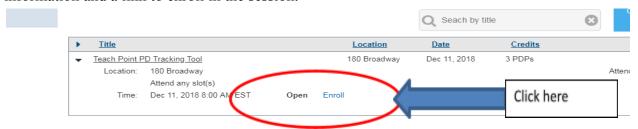
5. You can use the search bar to search by course number or course title or use the "Search Filters" option to narrow down choices by grade level or content area.



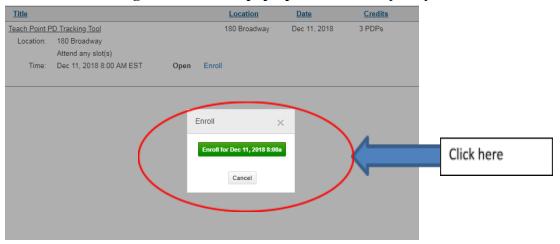
6. Click on the title of the PD event you wish to enroll in.



7. The row will expand to display more information about the PD event. Here, you will find information and a link to enroll in the session.



8. You must click the green box in the pop up screen to complete your enrollment.



Your enrollment is complete! You should receive an email confirmation from Vector Solutions.