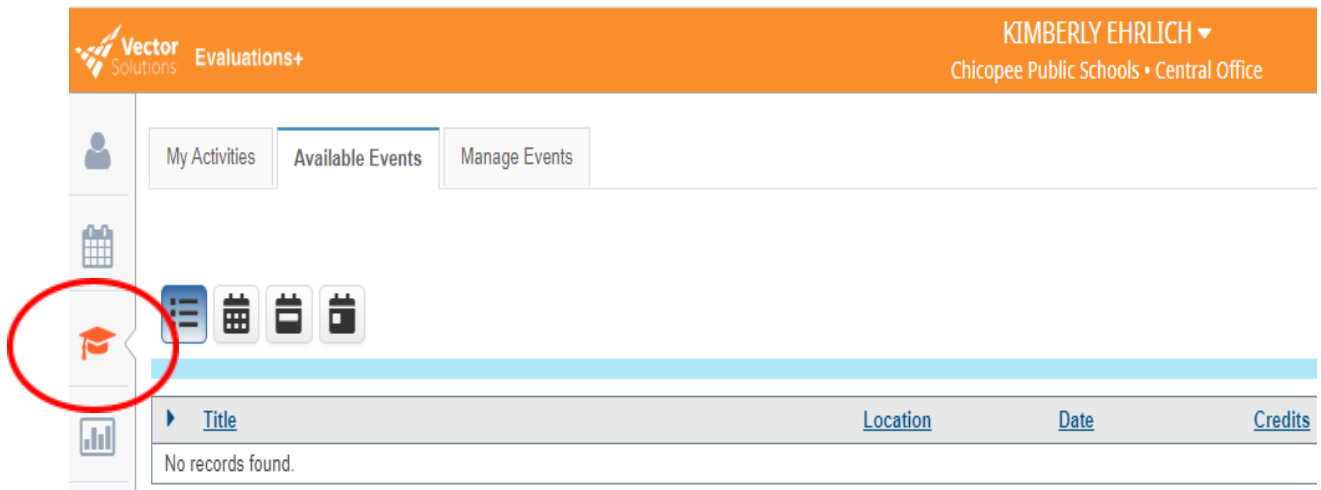


Directions for Participants to Enroll in a Professional Development Event

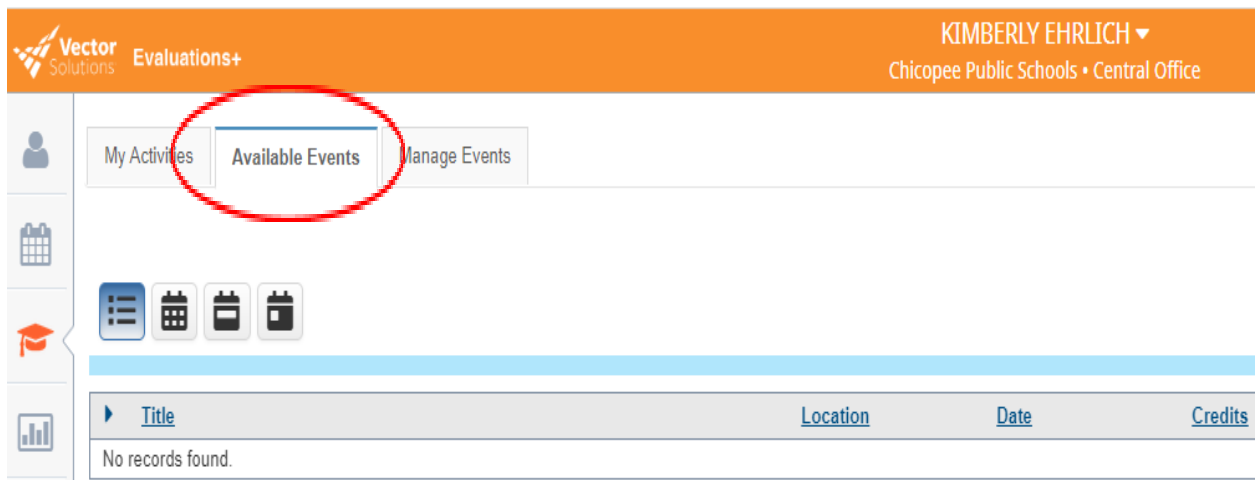
Note: Please use the PD catalog to find your preferred courses before following these directions.

Log into your Vector Solutions account [here](#).

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.”

 **New** ▾

OPEN 2	REQUESTED 0	ENROLLED 0	WAITLISTED 0	FULL 0	CLOSED 0	DECLINED 0
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Events	Status	Type
Events, 3 PDP	Open	
Events, 16 PDP	Open	

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

My Activities

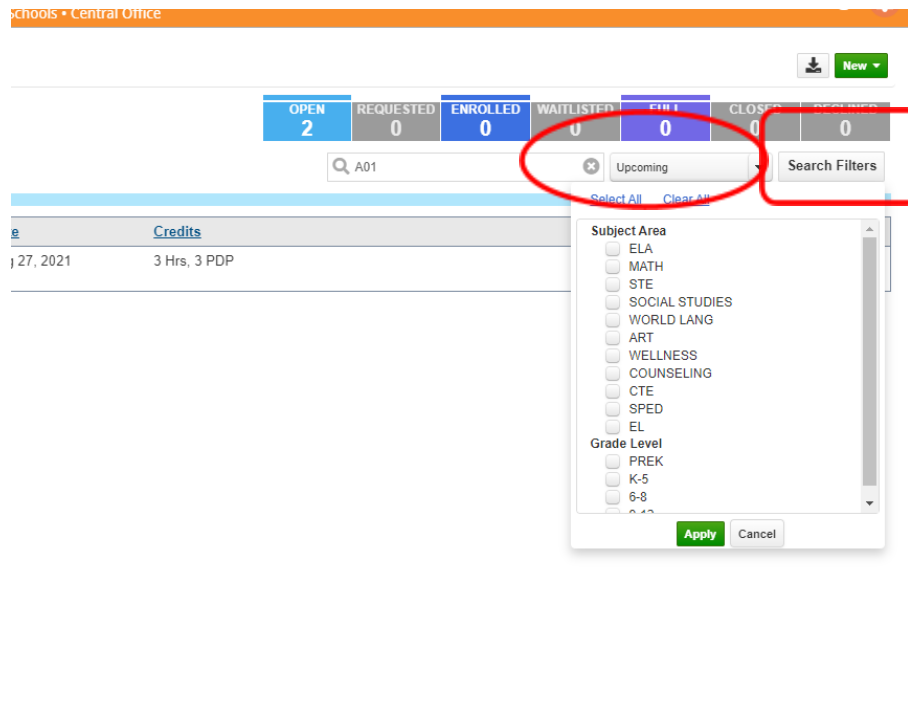
Available Events

Manage Events

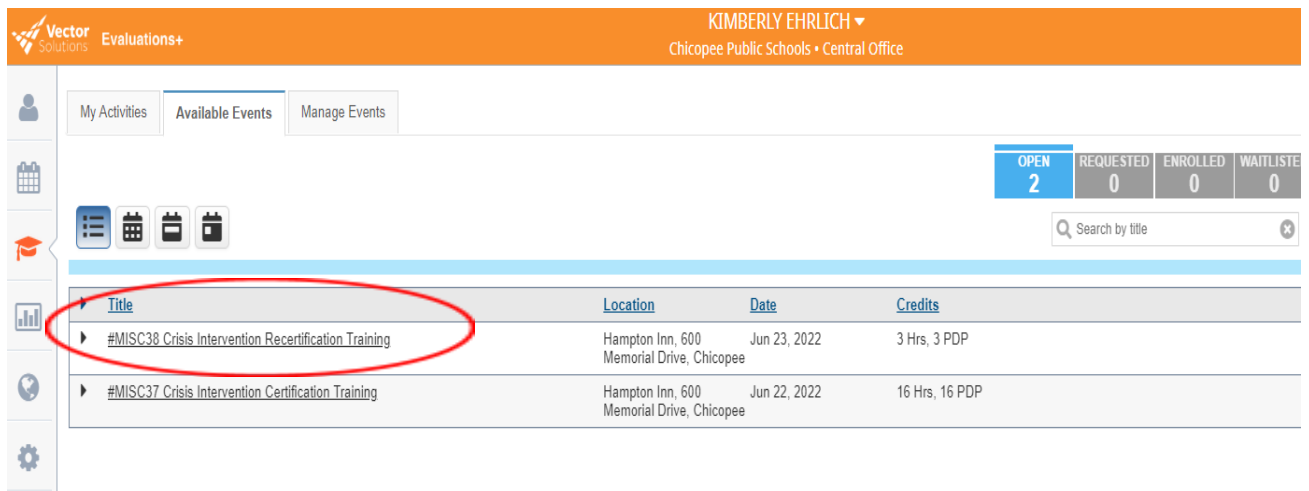
   

Title	Location
▶ #A01 Love is an Action Word: Building a Foundation for Culturally Responsive Education	Remote
▶ #A02 The Science Behind How Young Children Learn to Read (Emerging Readers PreK-1)	Remote

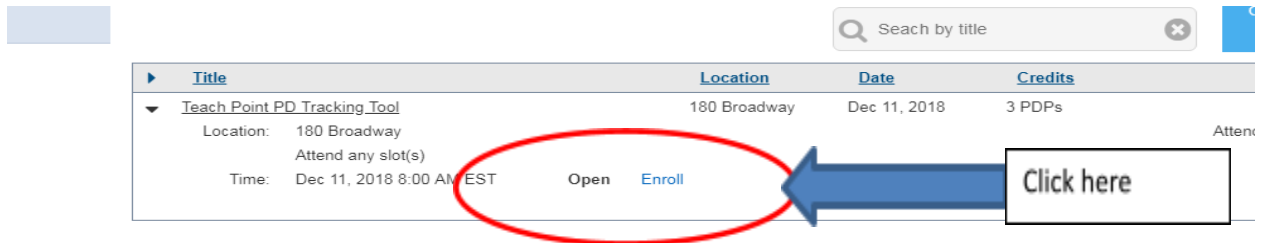
5. You can use the search bar to search by course number or course title or use the “Search Filters” option to narrow down choices by grade level or content area.



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



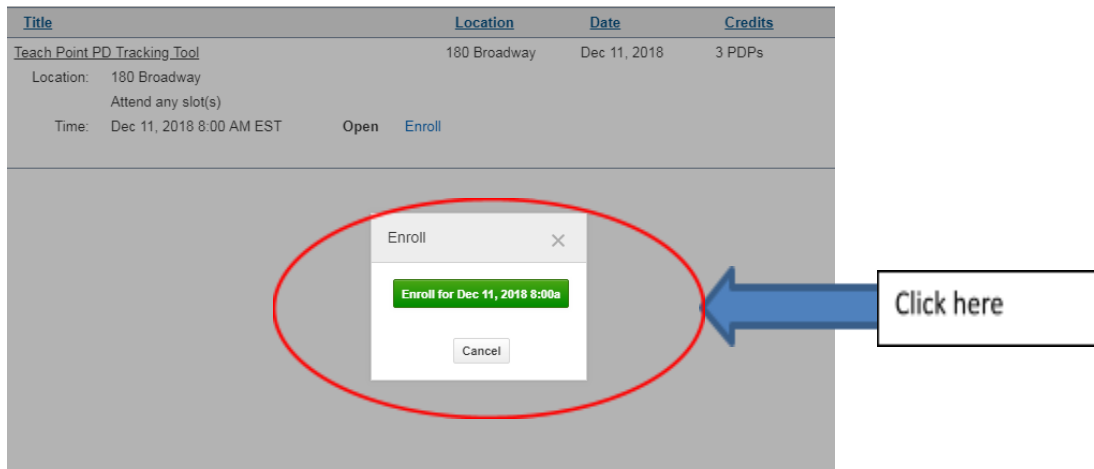
7. The row will expand to display more information about the PD event. Here, you will find information and a link to enroll in the session.



A screenshot of a web application interface. At the top right, there is a search bar with the placeholder text "Search by title" and a close button. Below it is a table with the following columns: Title, Location, Date, and Credits. The first row is expanded, showing details for "Teach Point PD Tracking Tool". The details include "Location: 180 Broadway", "Attend any slot(s)", and "Time: Dec 11, 2018 8:00 AM EST". To the right of these details are two links: "Open" and "Enroll". The "Enroll" link is circled in red. A blue arrow points from a white box labeled "Click here" to the "Enroll" link.

Title	Location	Date	Credits
Teach Point PD Tracking Tool	180 Broadway	Dec 11, 2018	3 PDPs
Location: 180 Broadway			
Attend any slot(s)			
Time: Dec 11, 2018 8:00 AM EST			
Open Enroll			

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



A screenshot of the same web application interface, but with an enrollment pop-up dialog box open. The dialog box has a title bar that says "Enroll" and a close button. Inside the dialog, there is a green button that says "Enroll for Dec 11, 2018 8:00a" and a "Cancel" button below it. The green button is circled in red. A blue arrow points from a white box labeled "Click here" to the green button.

Title	Location	Date	Credits
Teach Point PD Tracking Tool	180 Broadway	Dec 11, 2018	3 PDPs
Location: 180 Broadway			
Attend any slot(s)			
Time: Dec 11, 2018 8:00 AM EST			
Open Enroll			

Enroll

Enroll for Dec 11, 2018 8:00a

Cancel

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