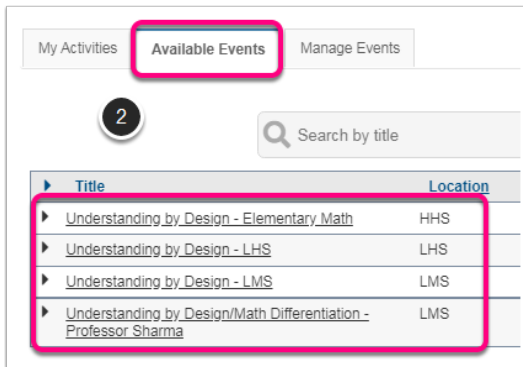


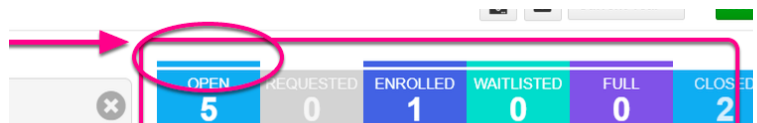
TeachPoint: "Electronic PD Event Enrollment" How-To Guide

This guide will help you to sign in electronically at a LPS district or "school-based event" on TeachPoint. Feel free to ask building superusers, your principal, or Kevin Cyr, Stephanie Hoban, or Rochelle Cooper for help. You can access other TeachPoint "How-to Guides" [HERE](#) or on the [LPS Professional Development Website](#).

1. Click on the graduation cap on the left-hand side upon logging in to TeachPoint to access PD.

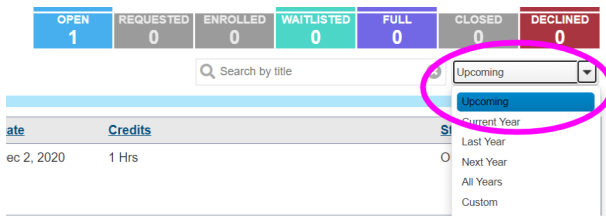


2. Under the "Available Events" tab, click on the title of the PD event that you are attending. Make sure that you have the "OPEN" tab toggled on. You will know it is on because it will have the line above it. See picture below:

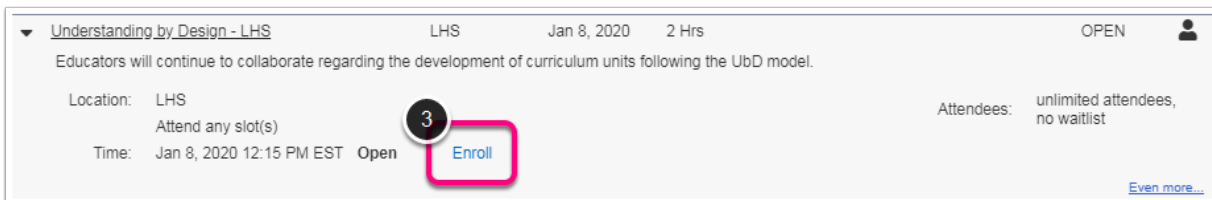


PLEASE

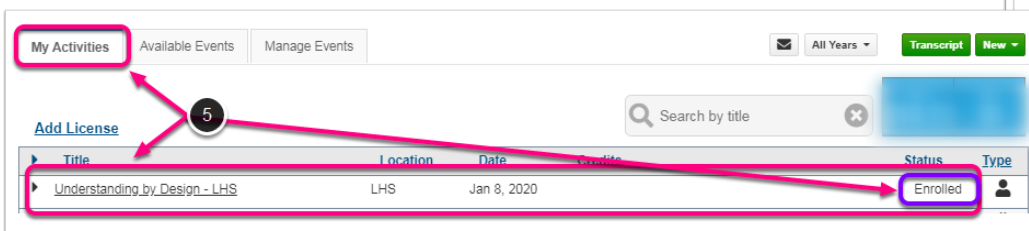
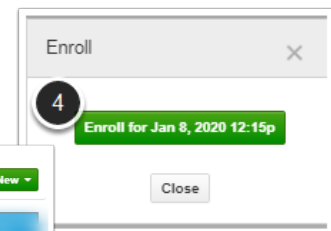
SELECT "UPCOMING YEAR" WITHIN THE PD FILTER ABOVE TO BE ABLE TO VIEW ALL OF THE AVAILABLE PD EVENTS.



3. Once you have clicked on the PD event you are attending (to expand the information about the event), click on the blue "Enroll".



4. Confirm your enrollment for the "Event" by clicking the green button (which lists the correct date and time for the event).
5. Now, the registered event will appear under "My Activities" and will



shown as having you enrolled.

Make sure you remember to [sign in](#) on the day of the event.

