

# Registering for a Class - Online Staff Development System

Go to: <http://staffdev.misd.k12.wa.us>

The screenshot shows the homepage of the Online Staff Development System. On the left is a 'User Profile' section with a 'Create New Profile' link, fields for 'Username:' and 'Password:', a 'Sign In' button, and a 'Forgot Your Password?' link. The main area is titled 'Start Here' and includes a 'Browse by:' section with links for 'Category', 'Target Audience', 'Professional Certification Requirements', 'Standards', and 'Date'. Below this is an 'Or Search:' field with a 'Search' button. A callout box on the right says 'More Info will tell you more about the class.' Below the 'Start Here' section is an 'Upcoming Classes' section. One class is listed: 'Classroom Management Professional Learning Community' with dates '2/27/08 - 5/7/08', 'Clock Hours: 10', and 'Credits Offered: 0'. A 'Register Now' button is next to the class name. An arrow points from the 'More Info' callout to the 'More Info...' link in the class listing.

In the Upcoming Classes list, locate the course for which you are registering and select Register Now.

Login using your **Skyward** login and password. If you encounter login difficulties, contact Jennifer Wright

If you do not have a Skyward login, select Create New Profile and you'll be prompted to create an account.

The screenshot shows a login page titled 'Please Log In to Access the Site'. It has two input fields: 'User Name or Email Address:' and 'Password:'. Below the fields is a 'Sign In' button. At the bottom, there are two links: 'Forgot Your Password?' and 'Create New Profile'. An arrow points from the 'Create New Profile' link in the previous screenshot to this link.

Complete the appropriate information below and select Register Now.

The screenshot shows a registration form titled 'Please Enter Some Information Below'. On the left is a 'User Profile' sidebar with links for 'Edit My Profile', 'My Transcript', and 'Logout'. The main form has a 'Taking for:' section with radio buttons for 'Credits', 'Clock Hours', and 'Audit'. Below this is a paragraph of text: 'Please check the box(es) below that applies. Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:'. This is followed by six numbered checkboxes with their respective descriptions. Below the checkboxes is a 'Pay with:' section with a checked radio button for 'Free Class'. At the bottom right is a 'Register Now' button.

You are now registered for the course and can Logout.

The screenshot shows the user profile page after registration. At the top, there are navigation links: 'Home | Browse By > Category - Target Audience - Registrar/Instructor Home'. Below this is the 'User Profile' sidebar with links for 'Edit My Profile', 'My Transcript', and 'Logout'. An arrow points from the 'Logout' link in the previous screenshot to this link. Below the sidebar is a 'Start Here' section with a 'Browse' button.