

# Creating an Account

In order to register for an event, you must have, or create a user account.

You can easily set up a user account and begin using My Account to track all of your Professional Development activities. The user account information is stored in the My Account\User Account section of the Professional Development website. It can only be accessed via a secure connection and all of the data is protected by industry standard security features.

To create a new account, go to the registration website and click the **sign in** button.

The screenshot shows the top navigation bar with "Home" on the left and "Registration Cart: 0 items" on the right. Below the navigation bar is a dark blue header with the text "Welcome to Professional Development Online Registration". Underneath is a search bar with the placeholder text "Search by Session ID or Keyword" and a "submit" button. A large grey button labeled "Create an Account" is prominently displayed. To the right of this button, there is a section for "Upcoming Sessions" with the date "Monday 3/28/2016". On the left side of the page, there is a dark blue sidebar with the heading "QuickLinks" and a yellow "sign in" button highlighted with a red box. Below the button, the text reads "New Users - click to create an account".

Click the link that says: *Click here to create a new account.*

The screenshot shows the "Account Sign-in" page. At the top, there is a "Sign In" header. Below it is the title "Account Sign-in". There are two input fields: "E-mail Address:" and "Password:". Below the password field, there is a red box highlighting a blue link that says "Create a new account, click here". Below this link, there is another blue link that says "If you have forgotten your password, click here.". At the bottom of the form is a "Submit" button. On the left side of the page, there is a dark blue sidebar with the heading "QuickLinks" and a yellow "sign in" button. Below the button, the text reads "New Users - click to create an account".

## Creating a New Account

Clicking on the New Account link will open the User Account –Sign Up page where you will enter your personal information to create a new account. (The information fields may vary from those shown below.)

**QuickLinks**

[sign in](#)

**New Users - click to create an account**

**Home**

**Search Types**

Search by Keyword

Calendar of Sessions

Conferences

**User Account Information**

Professional Development Record

My Account

Registration History/Certificates

Subscriptions

**Help & How-To**

**Contact Us**

**PDF Downloads**

Registration Form

User Account - Sign Up Registration Cart: [0 items](#)

\* Primary Email:   
*Primary Email is required*

Secondary Email:

\* Salutation:

\* Last Name:   
*Last Name is required*

\* First Name:   
*First Name is required*

Middle Initial:

\* Home Address:   
*Home Address is required*

\* City:   
*City is required*

\* State:   
*State is required*

\* ZIP:   
*Zip is required*

\* Home Phone:   
*Home Phone is required*

\* Work Phone:   
*Work Phone is required*

\* Organization:   
*Organization is a required field*

\* Site:

\* School:

Required Accommodations:

\* Position:

\* Password:   
*Password is required*

\* Confirm Password:

- Enter the information by typing in the boxes or by choosing the appropriate information from the drop down menus
- Click the **Save Record** button to create the account
- Once the record has been created you will be logged in and taken back to the home page

**Note:** Remember the username (email address) and password used to create this account. This information is how you will access all of your Professional Development records. Keep your account information up to date so all the sessions/events you take will appear correctly.