

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 homepage of the Professional Development Online Registration website. On the left is a dark blue sidebar with 'QuickLinks' and a yellow 'sign in' button. The main content area has a header 'Welcome to Professional Development Online Registration' and a search bar. Below the search bar is a 'Find a Session' section with three bullet points: 'Click the Search link on the left to search by topic.', 'Click Calendar of Sessions to search by date.', and 'Click Conferences to see a list of multi-session events.' To the right of this section is an 'Upcoming Sessions' list with dates and event titles like 'Child Abuse Issues for Educators' and 'escWorks Training'.

Click the link that says: [Click here to create a new account.](#)

The screenshot shows the 'Account Sign-in' page. It features a sidebar on the left with a 'sign in' button. The main content area has a 'Sign In' header, a 'Registration Cart: 0 items' link, and two input fields for 'E-mail Address' and 'Password'. Below the fields is a red-bordered link that says 'Click here to create a new account' and a blue-bordered link that says 'If you have forgotten your password, click here.' A 'Submit' button is located at the bottom of the form.

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.*)

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

QuickLinks

[sign in](#)

Home

Search Types

- Search by Keyword
- Calendar of Sessions
- Conferences

User Account Information

- Professional Development Record
- My Account
- Registration History/Certificates
- Subscriptions

Contact Us

PDF Downloads

[Registration Form](#)

Primary Email:

Secondary Email:

Salutation:

Last Name: **First Name:** **Middle Name:**

Home Address:

City: **State:** **Zip:**

Home Phone: **Work Phone:**

Organization:

Site:

School:

Special Needs:

Position:

Grade Level:

Password: **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.