

Signing In:

If you have an account but do not know your log in information please click **sign in** and follow the **forgotten password** link. Please do not create a new account for you will not see all of your events listed on your Professional Development Record.

If you do not have an account yet, please refer to the **Create an Account** document on the Help & How-To page.

Once you have created a User Account, you may sign in to access your account information, register for events, complete session evaluations, and view your registration history.

To sign in to your existing account:

- Go to the registration website and click the **sign in** button

The screenshot shows the homepage of the Professional Development Online Registration system. On the left is a navigation sidebar with a 'QuickLinks' section containing a yellow 'sign in' button. Below this are links for 'Home', 'Search Types', 'Search by Keyword', 'Calendar of Sessions', and 'Conferences'. The main content area has a header with 'Home' and 'Registration Cart: 0 items'. Below the header is a dark blue banner with the text 'Welcome to Professional Development Online Registration'. Underneath is a search bar with the text 'Search by Session ID or Keyword' and a 'submit' button. The main content area is divided into two sections: 'Find a Session' on the left, which includes a bullet point: 'Click the Search link on the left to search by topic.', and 'Upcoming Sessions' on the right, which lists two sessions: 'Thursday 7/17/2014 Child Abuse Issues for Educators Administration, Rm 203' and 'Tuesday 7/22/2014 eScWorks Training Administration, RM 103', with a link for 'more sessions...'.

- Enter the email address and password used to create the account
- Click Submit to sign in to the system

The screenshot shows the 'Account Sign-in' page. On the left is a navigation sidebar with a 'QuickLinks' section containing a yellow 'sign in' button. Below this are links for 'Home', 'Search Types', 'Search by Keyword', and 'Calendar of Sessions'. The main content area has a header with 'Sign In'. Below the header is a dark blue banner with the text 'Account Sign-in'. Underneath are two input fields: 'E-mail Address:' and 'Password:'. Below the input fields are two links: 'Click here to create a new account' and 'If you have forgotten your password, click here.'. At the bottom is a 'Submit' button.