



How to Use - PD Place

How to Access?

- ☛ Access the program through Internet Explorer at <https://pd.lkdsb.net> (from home or at school).

How to Log In?

- ☛ Type in your GroupWise **username**, which is the first 6 letters of your surname and the first 2 letters of your first name.
- ☛ Type in your **Password**. This is your employee ID number which can be found on the top left hand corner of your pay stub.
- ☛ You will now be on the "Workshop" page.

Workshop Page

- ☛ There are 5 ways you can search and register for a workshop

1. Select "Browse Upcoming Workshops" for a listing of all available workshops.
2. Type in the workshop title and click "Submit".
3. Click on a link to a "Specific Workshop" to view workshops offered for a specific target group.
4. If you know the workshop number or title, you can do a "Search" by typing the workshop number or title in the search box at the top and click on "Search".
5. Select "Advanced Search". You will be able to search for a workshop by filling in any of the information requested.

Once you have registered for a workshop, you will receive a GroupWise email confirming your registration.

The screenshot shows the PD PLACE interface with the following callouts:

- 1**: Points to the "Browse Upcoming Workshops" link in the top navigation bar.
- 2**: Points to the "SUBMIT" button in the "Quick Search Options" form.
- 3**: Points to the "Specific Workshop" section at the bottom of the page.
- 4**: Points to the "SEARCH" button in the top search bar.
- 5**: Points to the "Advanced Search" link in the top navigation bar.

The "Quick Search Options" form includes the following fields:

- Workshop Title: SUBMIT
- Geographic Area: -Select-
- Host: -Select-
- Target Audience: -Select-
- Workshop Location: -Select-

Below the form, there are links for "Clerical/Secretarial", "Curriculum-Secondary", "Elementary Program", "Leadership", "New Teacher Induction Program (NTIP)", and "OnSIS".

Workshop Page (cont'd)

To View Your Registrations

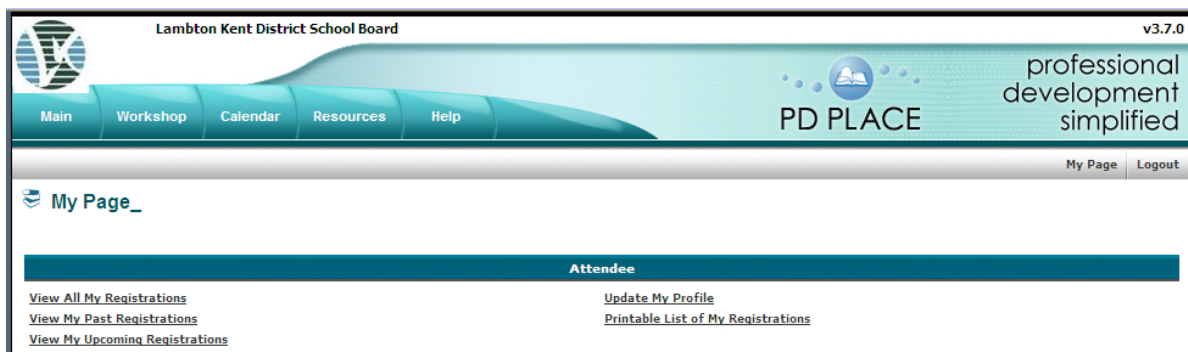
- ☛ Scroll down to the bottom of the Workshop Page to view your current registrations.
- ☛ Select **"Registrations"**. This will list any workshops you are currently registered for and those you have completed.

Cancel Your Registration

- ☛ Scroll to the bottom of the workshop page or select **"Registrations"**. Click on the **"Unregister"** option for the workshop you wish to cancel. You will receive a GroupWise email confirming your cancellation. **If the registration deadline has past you will not be able to unregister yourself. You will need to contact the PD Place Help Desk at pdplacemail@lkdsb.net.**

My Page

- ☛ **"My Page"** allows you to select and use several features of PD Place.



The screenshot shows the PD PLACE user interface. At the top, it displays the Lambton Kent District School Board logo and name, along with the version number v3.7.0. The navigation menu includes Main, Workshop, Calendar, Resources, and Help. The PD PLACE logo is prominently displayed, with the tagline "professional development simplified". Below the navigation, there are links for "My Page" and "Logout". The main content area is titled "My Page_" and features a section for "Attendee" with several links: "View All My Registrations", "View My Past Registrations", "View My Upcoming Registrations", "Update My Profile", and "Printable List of My Registrations".

Calendar Page

- ☛ **"Calendar Month View Selector"** will give you a monthly view of workshops and meetings that have been scheduled. Follow instructions on this page for further options and features.
- ☛ **"Upcoming Events in Categories"**. Select the category to see a full listing and description of workshops being offered.
- ☛ **"Upcoming Events for Target Groups"**. Select the Target Group to see a full listing and description of workshops being offered.

Help Desk

- ☛ Access by: pdplacemail@lkdsb.net