



## 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.

**1** → Workshop

**2** → SUBMIT

**3** → Search Results

**4** → Workshop\_

**5** → Advanced Search

For Academic Calendar Events/Meetings, go to the Calendar page by selecting the link at the top of this page.

From this area you can register for workshops by doing one of the following:

- Click on "Browse Upcoming Workshops" to list all workshops
- Type in the title of the workshop and click on "submit"
- Click on the link to the specific workshop target group
- If you know the workshop number, you can do a search for the workshop in the "Search" box above

Quick Search Options

You can do a fast search using one of the options below. This list changes daily based on what is available from today forward.

Geographic Area: -Select-

Host: -Select-

Target Group: -Select-

Workshop Location: -Select-

After School Workshops    Certification Course

New Teacher Induction Program (NTIP)    OnSIS

Special Education    Staff Development

Summer Workshop

[+1] Feedback

## Workshop Page (cont'd)

### To View Your Registrations

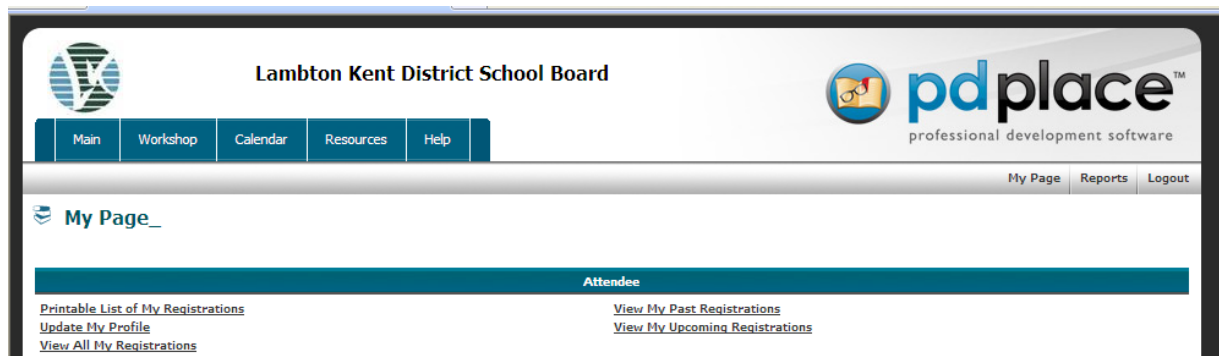
- ☛ Scroll down to the bottom of the Workshop Page to view your current registrations.
- ☛ Select "**Registrations**". This will list any workshops you are currently registered for and those you have completed.

### 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](mailto:pdplacemail@lkdsb.net).**

### My Page

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



### 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](mailto:pdplacemail@lkdsb.net)