

Login/Password

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

- 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 are now at the PD Place home page.

Register for a Workshop

- Under "Quick Links", click on "**Browse Upcoming Workshops**". This will show you the list of upcoming workshops.
- Click on the word "**Register**" for the workshop you want to register.
- A new screen will state that your registration has been successful and an e-mail confirmation notice will be sent to your GroupWise account.
- If you have been placed onto a waiting list you will also receive another email if a spot becomes available.
- To cancel a registration, click on the **Unregister** button under "Option". 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 .

To Print out the Attendee List and Sign-In Sheet

Also under My Page, click on "**View/Manage Upcoming Workshops I will be Teaching.**" From the workshop titles listed, click **view**. At this point you will see a list of attendees. At the top of the list in the grey area click on "**Sign-in Sheet**" then hit file, print, to print a sign-in sheet.

- To Send an Email to your Attendee List

Also under My Page, click on "**View/Manage Upcoming Workshops I will be Teaching.**" From the workshops listed, click **view**. At the bottom of this list is an "Email Class Attendees" icon.

Please Note:

The options for "**Attendee Evaluations**" and "**Certificates**" will not be used at this time. Hard copy evaluations will be included in your facilitator package and hard copy certificates for after school workshops will be issued by the Board Office.

My Page

Provides a comprehensive listing of:

1. Your workshop registrations and their status (upcoming and past registrations);
2. A link that will allow changes to your name, address and email address;
3. A printable list of your registrations.

Calendar

- Displays events, workshops, meetings, etc. entered into PD Place
- Can be viewed by month, week or day
- Search capability by name, target group, event type, etc.
- The "**search**" box at the top of the screen can be used by entering any keyword from the title or content of the workshop.

Help Desk

- **Access by:**
pdplacemail@lkdsb.net