

[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](#)

- In the top left corner, 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 Current Registrations / Options.

[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; and
4. Principal/Vice Principal functions:

**Access and/or Print Reports**

- Facility Use - View a list of workshops being held at your location;
- Staff Workshops All to Excel - A list of staff members and workshops they have taken or will be taking. Can be downloaded to an excel spreadsheet.
- Who's Out? - A printable list of staff workshops for a single week. Choose the week you would like to see from the drop down arrow then hit submit.

**View/Manage Your Staff**

- A listing of your staff and the number of workshops they have enrolled in upcoming and past. You also have the ability to send staff members an email from this location or click on their name and view a listing of workshops they attended/are attending.

[Search for Workshops](#)

**There are 5 ways you can search and register for a workshop.**

1. On the "Main" page under "Quick Links" select "**Browse Upcoming Workshops**" for a listing of all available workshops.
2. On the "Workshop" page in the "workshop title" box 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, you can do a "**Search**" by typing the workshop number 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.

[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**