Directions for Registering for a Course or Workshop with

**PD Express**

Welcome to our professional (staff) development management system, *PD Express (“PDX”).* All certificated employees should log in to *PDX* regularly to review their certification (“credentials”) expiration date and to monitor their training/workshop (“activities” or “courses”) records.

Logging on to PDX:

- From your desktop, open your Google Chrome browser.
- Enter the following address: `pdexpress.nassau.k12.fl.us`
- Next you will see a dialog box reading “The server certificate contains a weak cryptographic key!” We have been assured that it is safe to continue to the website. Click “Proceed anyway.” Then, be sure to “bookmark” the page for future use.
- To log on to PDX, enter your user id: Employee ID Number (no hypens or spaces) and then your password, which consists of the last four digits of your social security number.
- After logging on, your basic information will appear across the top page along with a tool bar of icons, each having its own drop-down menu.

**TO REGISTER FOR A COURSE OR WORKSHOP:**

- Click on “Courses” and then from its drop-down menu, click on “Course Catalog.” From here you can view the list of workshops that are open for registration.
- Click on the course to see the description of the course, the number of points, audience, registration deadline, etc.
- TO REGISTER: Click “REGISTER” button located at the top right corner of the page. Click “CONTINUE” on the next page. The final page is your confirmation.
- You will also receive a reminder before the workshop. *It is important that you check your First Class email during the summer break!*

**TO WITHDRAW FROM A COURSE/WORKSHOP:**

- Log in to PD Express as usual. You will see that you are registered for one or more courses. If you decide to withdraw from a course, click on the red “X” to the far right of the course title.

Questions?

Email: staff.development@nassau.k12.fl.us   Phone: 491-9888   Ext. 1248

*Thanks for using PD Express!*