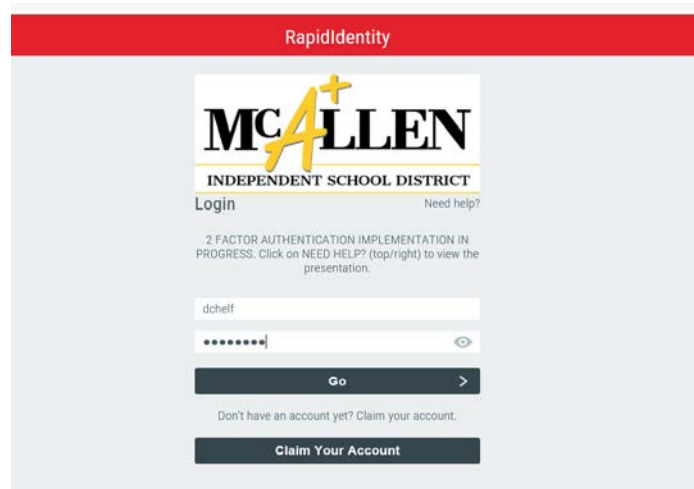
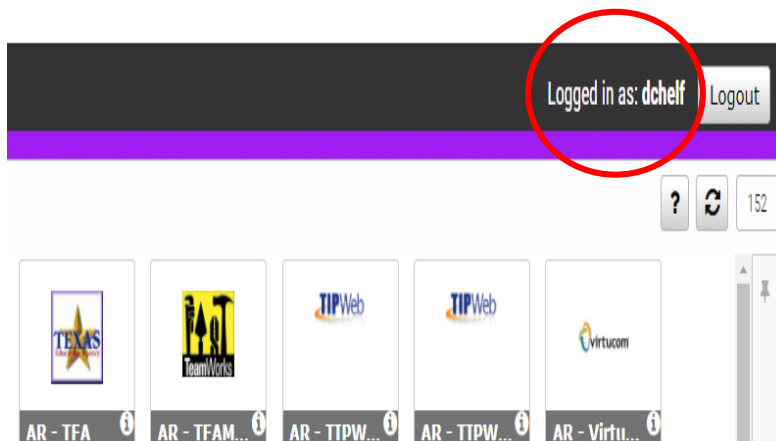


# Instructions for Registering on PDS

Step 1: Log into Rapididentity

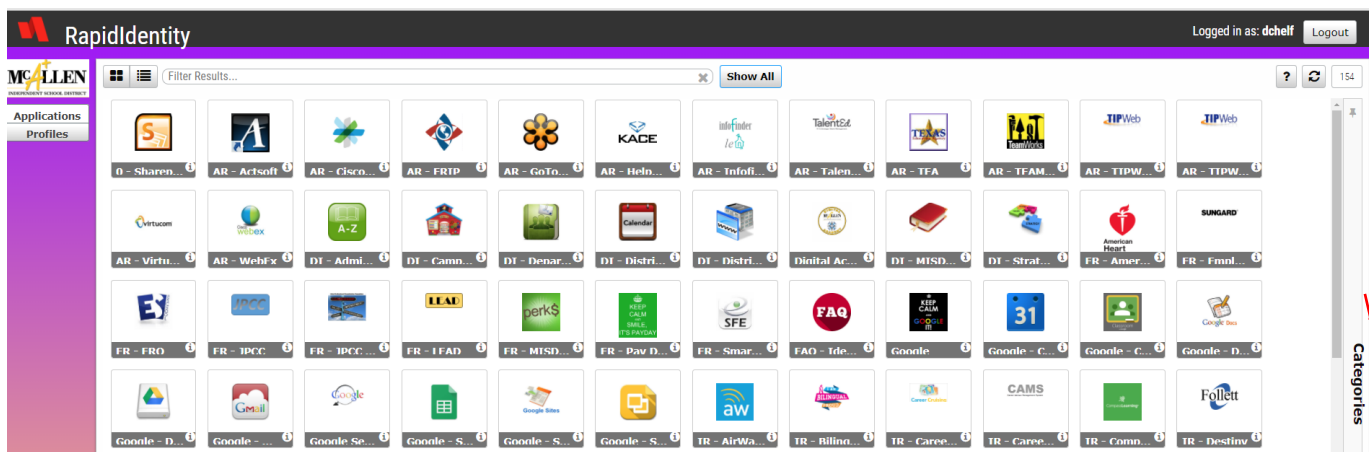


The login page features the McAllen Independent School District logo at the top. Below the logo, the word "Login" is displayed next to a "Need help?" link. A message states: "2 FACTOR AUTHENTICATION IMPLEMENTATION IN PROGRESS. Click on NEED HELP? (top/right) to view the presentation." There are two input fields: one for the username "dchelf" and another for a password represented by dots. A "Go" button with a right arrow is positioned below the password field. At the bottom, there is a link "Don't have an account yet? Claim your account." and a "Claim Your Account" button.

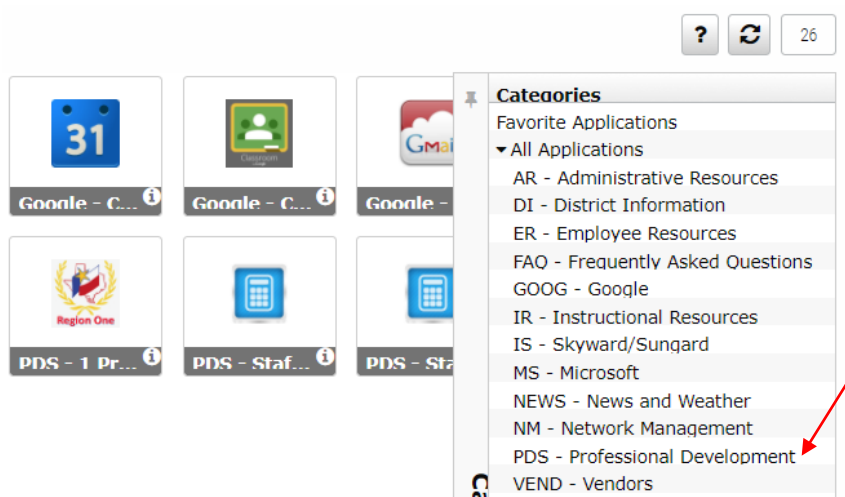


You should see your log-in name here. If not, call Debbie Chelf @ 632-8414.

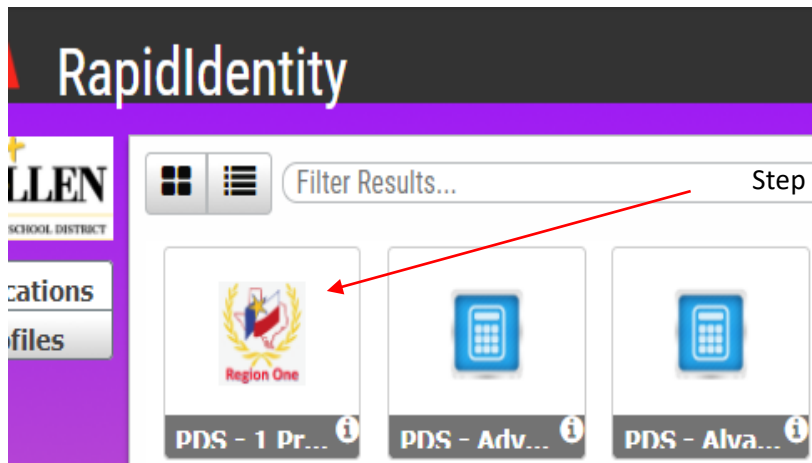
Step 2: Click on "Categories"



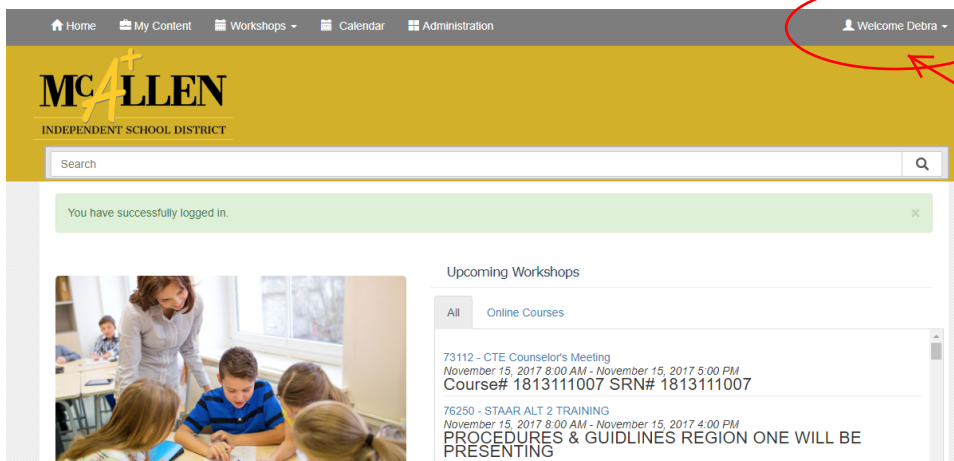
# Instructions for Registering on PDS



Step 3: Click on “PDS – Professional Development”

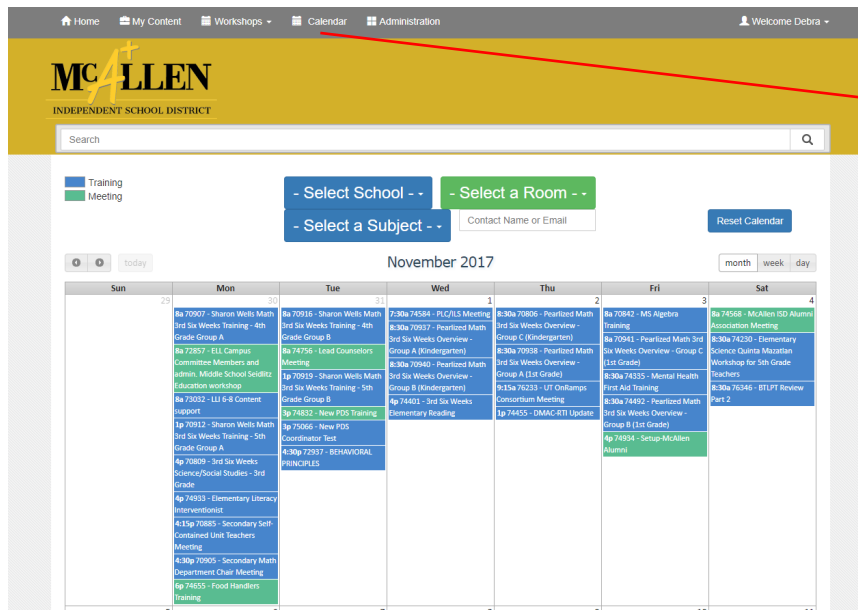


Step 4: Click on “PDS...”



You should now be on the home page. Your name should be showing here. If you are not logged in at this point, please call Staff Development. **Do not create a new profile, etc.**

# Instructions for Registering on PDS



Step 5: Click on "Calendar" and search for the session you want to register for.

Step 6: Click on session and it will take you to the below screen.



Step 7: Click on the green "Register" tab.

**Workshop Registration Details**

**Workshop Id:** 76478 **Workshop Title:** Business Operations Division Team Meeting

**Description:** Business Operations Division Team Meeting

**Audience:** All Business Operations Employees.

Fee	Max Participants	Min Participants	Current Registered	CPE Hours	Stipend
\$0.00	100	50	34	2	No

**Workshop Materials:** None

**Content Area:** Business (BUSI 34000)  
Paraprofessional (PARA 42000)  
Professional Learning (PL 135000)

**Stipend Rate:** \$0.00

**Dates, Times and Locations**

Room Name	Workshop Date	Begin Time	End Time
Administration Facilities, Maintenance & Operations Training Room	12/1/2017	8:00 AM	10:00 AM

**Continue with Registration**

Verify Your Current District/Campus

☐ I do not work for a District/School

Region:

District:

School:

Verify Your Job Role

Job Role:

Workshop Cancellations

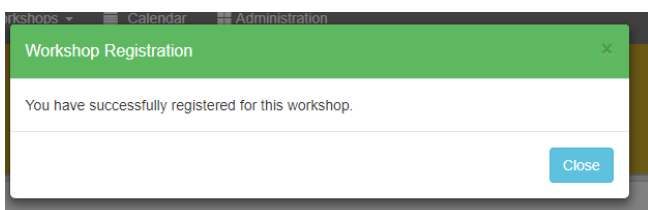
Workshop Fee will be charged to those who fail to show for a workshop.

To avoid the charge, Staff Development contacts for this workshop must be notified in writing at least 3 business days prior to workshop date.

Cancellation must include name, workshop # and email address.

☒ I Agree With Statement Above

Step 8: Click on the "I Agree.." and then the green "Confirm Registration" tab.



Final Step: Make sure you get the message to the left. This is confirming that you have registered.