

**The following people can request new user accounts for your agency:**

- In-house professional development specialist – will request accounts for agency staff.
- Tutor coordinator – will request accounts for volunteer tutors.
- Administrator – will request accounts for agency staff or volunteer tutors.

In-house professional development specialists, tutor coordinators, and administrators will email PD Portal Tech Support at [pdportal@tiu11.org](mailto:pdportal@tiu11.org) with the following information for new users:

- Email address
- First name
- Last name
- Agency
- PPID# (if applicable\*)
- Job Title

*\*The PPID# is a number that is used by the Department of Education to award and track Act 48 credit. Only certified K-12 teachers or those with special certification from the Department of Education will have a PPID#, and they should be able to provide that number to you.*

In-house professional development specialists and administrators will contact PD Portal Tech Support at [pdportal@tiu11.org](mailto:pdportal@tiu11.org) for other requests, including:

- To update required information for a staff member who currently has a profile in the PD Portal.
- To deactivate a staff member's profile because they no longer work at your agency.

## PD Portal

### New User Account Requests

#### Professional Learning Opportunity Enrollment Process

*(Please share this information with your staff.)*

1. Browse the Professional Learning Opportunities Catalog on the PD Portal homepage to view current offerings.
2. Review the description and download the syllabus to determine if this is the best professional learning opportunity for you. It's important to review the syllabus because it contains the beginning and end dates for the offering, prerequisites, assignment due dates, and resources needed to complete the course.
3. Get approval from your administrator to enroll in the training.
4. Click on the Enroll button.
5. You will receive a notification confirming your enrollment. If you are placed on a waitlist, a message will appear on the screen.

#### Process to Request New User Accounts: Title I or Community Partner Staff

Title I or community partners may enroll in **TABE and CASAS trainings**. Please follow the process below:

1. The agency emails the ProLO consultant requesting that Title I or community partners be enrolled in PA TABE Training or PA CASAS Training.
2. The consultant will email the agency the *Title I and Community Partner PD Portal Account Requests* spreadsheet.
3. The agency sends the completed *Title I and Community Partner PD Portal Account Requests* spreadsheet back to the consultant.
4. When the PD Portal accounts have been created, the Title I or community partners will receive an email with an explanation on how to start the course. The Title II agency is copied on this email.

Please direct any questions that you have concerning this process to your ProLO agency consultant.