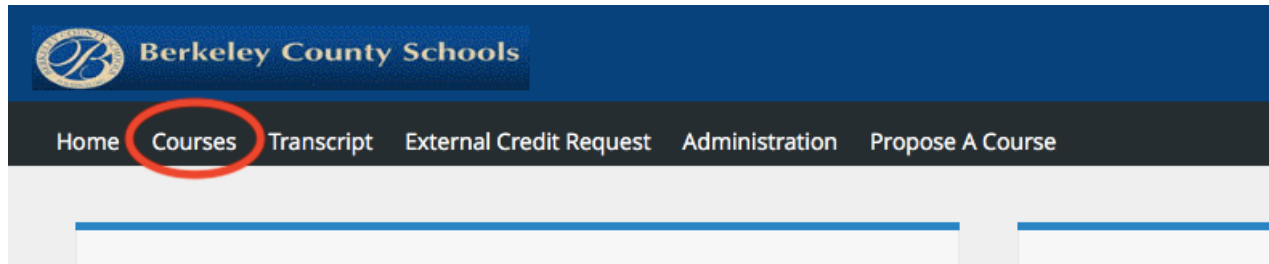
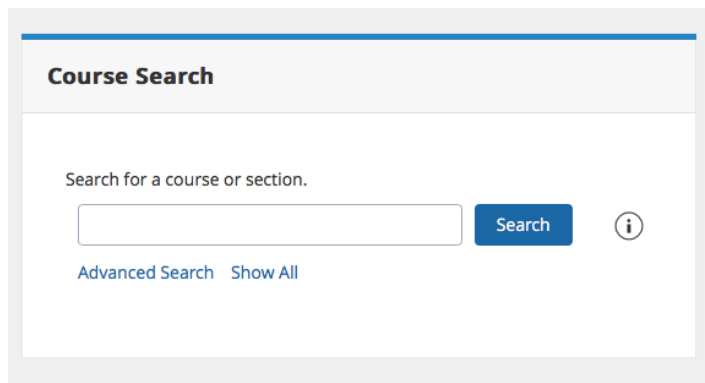


How to Search & Register for Professional Development Offered by Berkeley County Schools

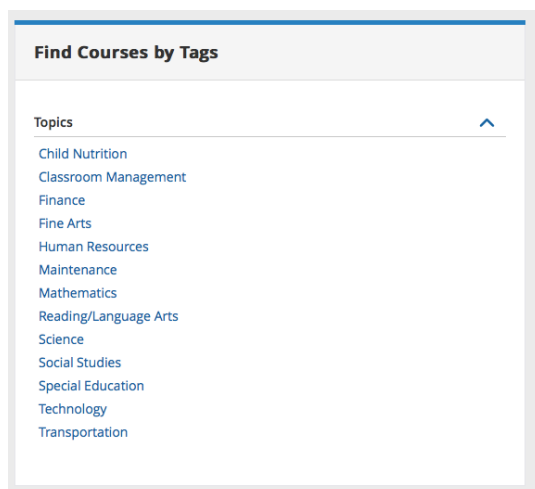
- Login to PowerSchool PD - <https://berkeleycountyschools.truenorthlogic.com/ia/empari/login/index>
 - Username: Employee ID#
 - Password: (employee set first time logging in)
- Click on Courses.



- Course Search
 - Search by keyword, title or description.
 - Or click on **Show All** to see all courses currently being offered by Berkeley County Schools.

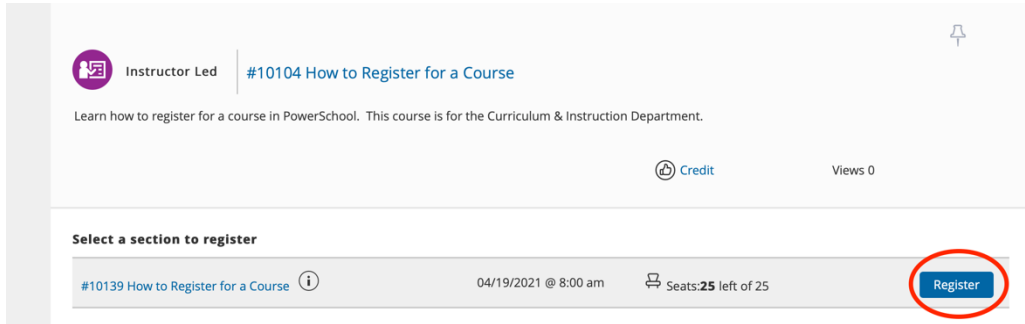
A screenshot of the 'Course Search' interface. At the top, it says 'Course Search'. Below that is a search prompt: 'Search for a course or section.' There is a text input field, a blue 'Search' button, and an information icon (i in a circle). Below the input field, there are two links: 'Advanced Search' and 'Show All'.

- Find Course by Tags
 - Search by content area.



To register for a course:

- Locate the desired course.
- Click on the information icon (i) for details about the section.
- Click the **Register** button next to the section you wish to register for.



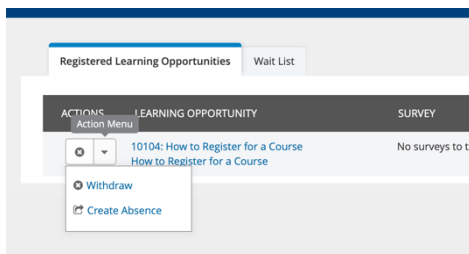
- Confirm course details and click **Next**
- If a sub will be required, click **Create Absence**.
 - You will be prompted to enter your login credentials for Smart Find Express (SFE), our substitute calling system.
 - Once in SFE, continue the process to request a sub for the day(s) of the professional development.
 - Make sure you choose **15 SCHOOL BUSINESS PROFESSIONAL DEVELOPMENT** as the absence reason.

To withdraw from a course:

- Click on Courses.
- Under My Courses, you will find the list of courses you have registered for. Click on the drop-down menu for My Learning Opportunities.
- Click on the Withdraw button (G) and then click **Withdraw**.

OR

- Click on the **Manage and Withdraw From Courses** button.
 - Then open the Actions menu next to the desired course.



- Click Withdraw and click Withdraw again to confirm