

Online Registration Instructions

Web location: <http://pdreg.calhounisd.org>

Technical Assistance: Cathy Galloway, gallowac@calhounisd.org

or 789-2452

If you have never used the Battle Creek Area Staff Development Team's online registration, you will need to create a Profile. Creating a profile allows you to register for classes using this system.

To Create A Profile:

Login

Username:

Password:

- [New User? Click Here!](#)
- [Look up my username!](#)

Click on "New User" from the main page. The Create Profile page appears. Fill out the form as completely as possible. Items marked with an * are required.

First Name:*
Last Name:*
Address:*
City:*
State:*
Zip Code:*
Work Phone:
Work Extension:
Home Phone:*
Home Phone Private? Yes No
Fax Number:
Email Address:*
Job Role:*
Teaching Level:
District:*
Building:*
Years Employed (in current district):
Total # of Years Teaching:
Subject Area:

NOTE: Pay close attention when entering your e-mail address, as this will be used to communicate with you. If it gets mistyped, then you will not receive any confirmations from the system when you register.

Click the Create Profile button. One of two actions will occur:

- If your name was not in the database, you will be prompted for a username and password. Proceed to the next step.
- If your name is already in the database, you will see a list of people registered with that name. If you are one of those people listed (check the e-mail address), then click on that name. You will be asked to login as that person. The username is listed in that table and should be used when you log in. If you are NOT one of the people listed, click the OVERRIDE button. You will then be prompted for a username and password. Proceed to Step 4.

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Battle Creek Area Staff Development

search : login : help : Home : Help

Create Profile - Step 2

In order to access your classes, you must choose a Username and Password. You will use your Username and Password every time you register for a course.

Username:
You may want to use the same username as your email username.

Password:
Re-Enter Password:
** for verification purposes, enter the same password.*

Enter a phrase or question that will remind you of your password. This "password hint" will be e-mailed to you if you forget your password.

Password Hint:

The Create Profile - Step 2 screen appears.

- a) Enter a Username. This can be anything, but should be something you remember. Suggested usernames are 1st initial and last name (e.g., aelliott), or last name followed by a number (e.g., elliott24). The username cannot be in use by any other person in the database.
- b) Enter a password.
- c) Re-enter the same password. This helps prevent mistyping the password.
- d) Provide a password hint. The hint is meant to provide you with a clue that will help you remember your password if you forget. The hint is optional.

NOTE: You should write down your username and password and keep it somewhere safe for future reference!

Click the "Submit" button.

The Login page appears, with the username you chose already in the Username field. You have successfully created a profile. You may now login (with your new password) and register for classes. An e-mail will be sent to the address you provided with your username and password. You should print out this e-mail and save it for future reference.

To Register for a Course:

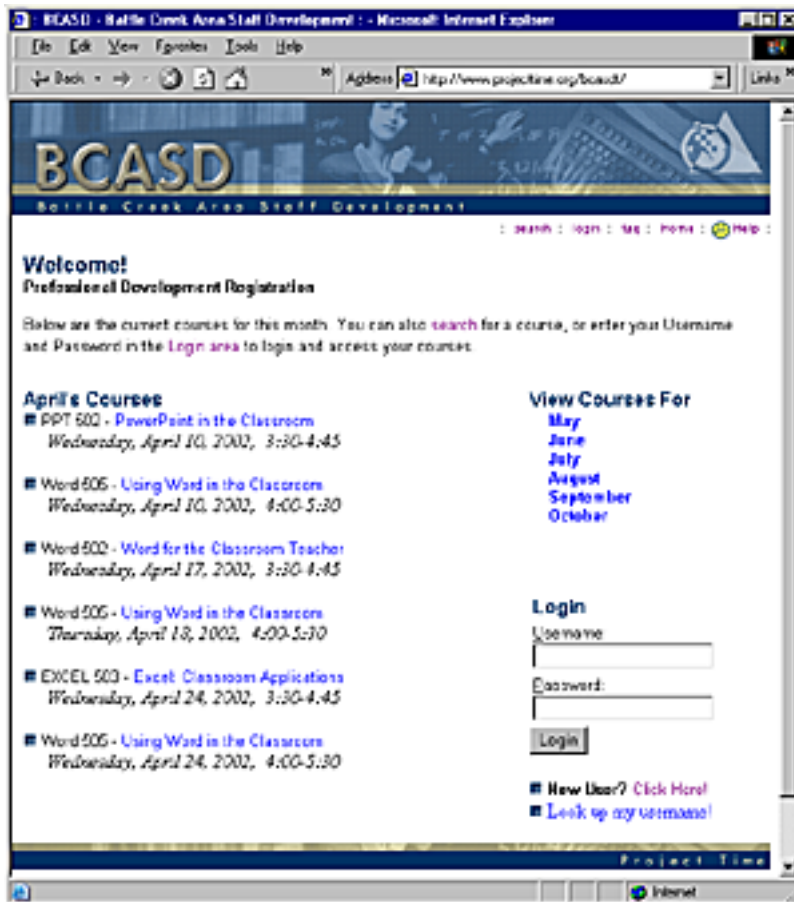


Figure 1

1) From the home page, select a course from the list for the current month by clicking on the course title. (see *Figure 1*)

You may also click on the name of a month from the list on the right to view the courses available for that month, or click on the SEARCH link to search for a specific course.

The detailed description of the course will appear.

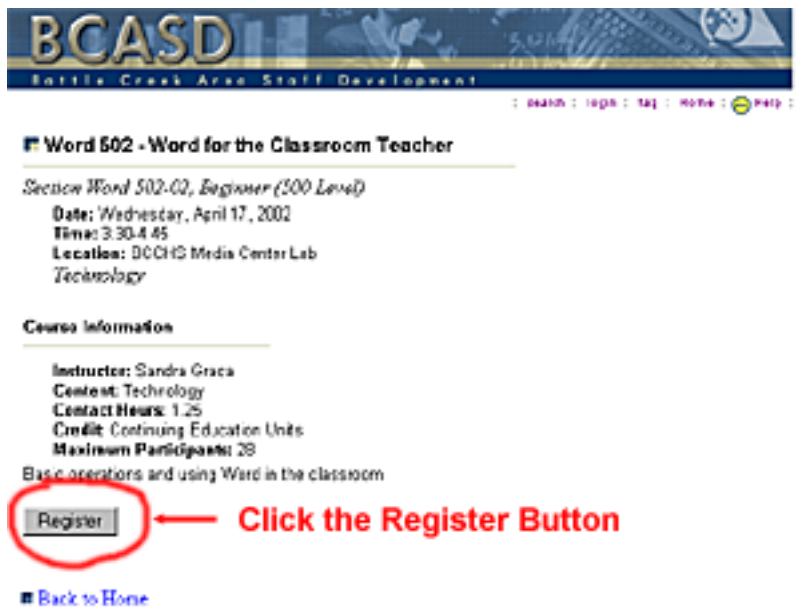


Figure 2

2) Click the Register button to continue. (see Figure 2)

Click the Back To Home link to look at another course without registering for the current one.

The Login Screen will appear if you are not already logged in.



Figure 3

3) Enter your username and password. Click Login. (see Figure 3)

IMPORTANT! The first time you use this new system, you should enter your USERNAME for both the username field AND the password field. For example, if my username is AELLIOTT, then I would enter AELLIOTT for my username and AELLIOTT for my password. After registering for the course, you should change your password to something other than your username (see **Changing Your Password** below).

A Welcome message will appear verifying that you have logged in.

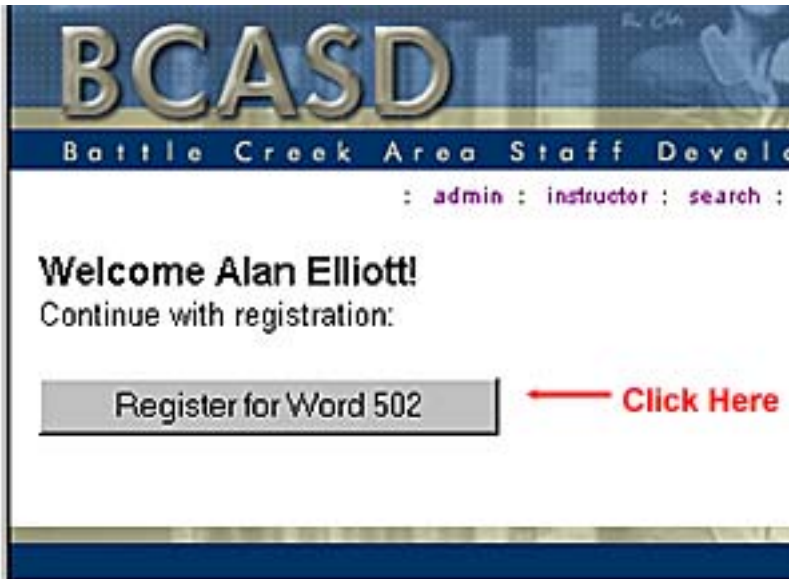


Figure 4

4) Click the Register button to finish. (see Figure 4)

Note. If your are prompted to login again, then your username and password were not recognized. Try typing them in again. If you have never registered for classes before, then you may need to click on the New User link to create a profile for yourself. For new users, please see the first page of these directions.

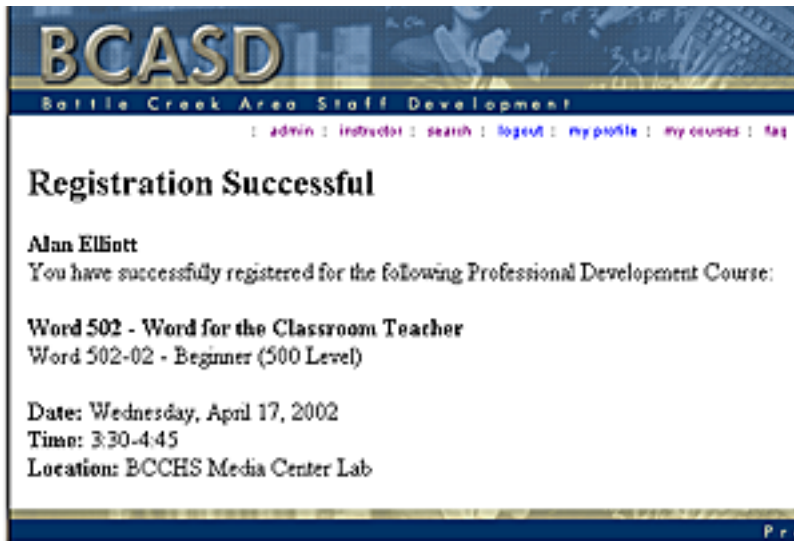


Figure 5

5) You are now successfully registered for the course.

A confirmation e-mail will be sent to the address in your profile. You will also receive a reminder notice via e-mail two weeks before the course begins and again one week before the course begins.

To Cancel a Course:

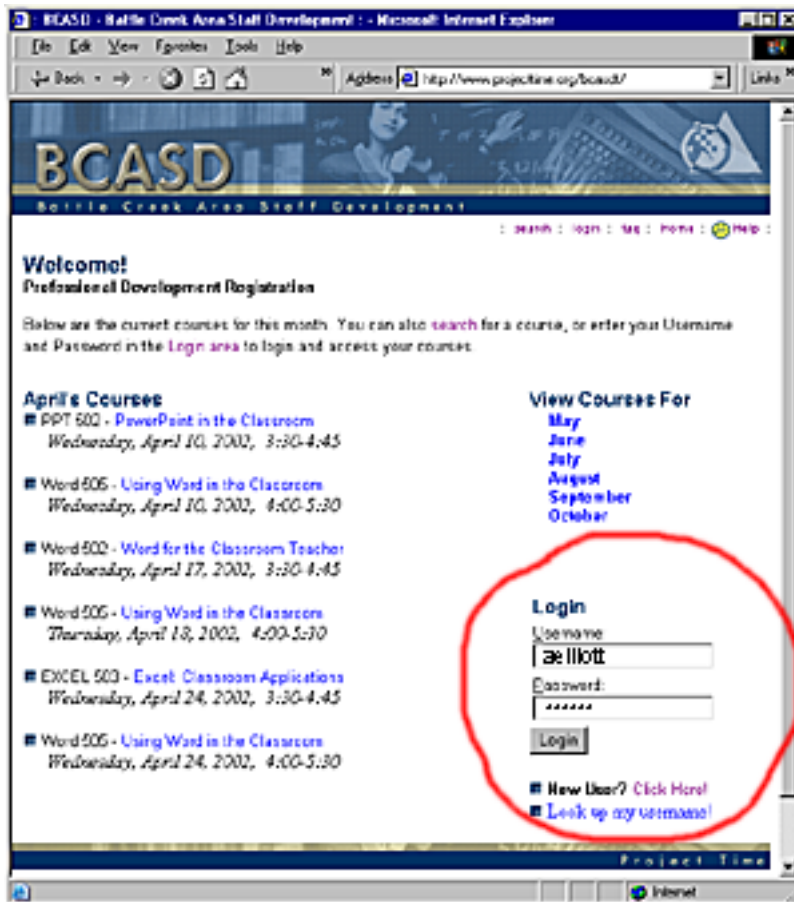


Figure 6

1) Enter your user name and password in the Login Area. Click the Login button.



Figure 7

2) Click the Access My Courses link. (see Figure 7)

The Courses Screen will appear. If you are registered for any courses, the courses will be listed.



Figure 8

3) Click on the course you wish to cancel. (see Figure 8)

The Course Detail will appear. Verify that this is indeed the course you wish to cancel

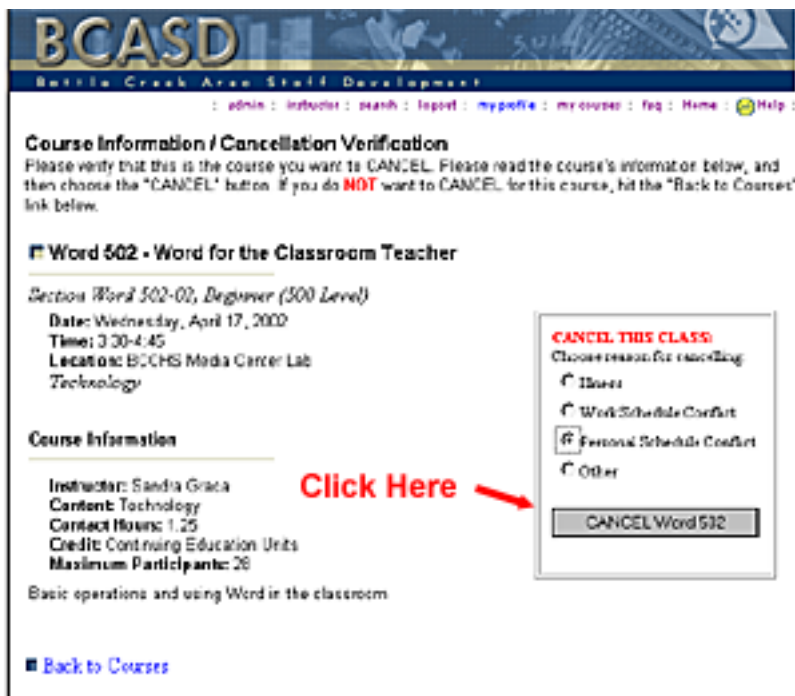


Figure 9

4) In the Cancel This Class box: (see Figure 9)

- a) Select a reason for the cancellation;
- b) Click the CANCEL button.

You have successfully cancelled the course. A Cancellation confirmation will be sent via e-mail to the e-mail address in your profile.

Changing Your Password

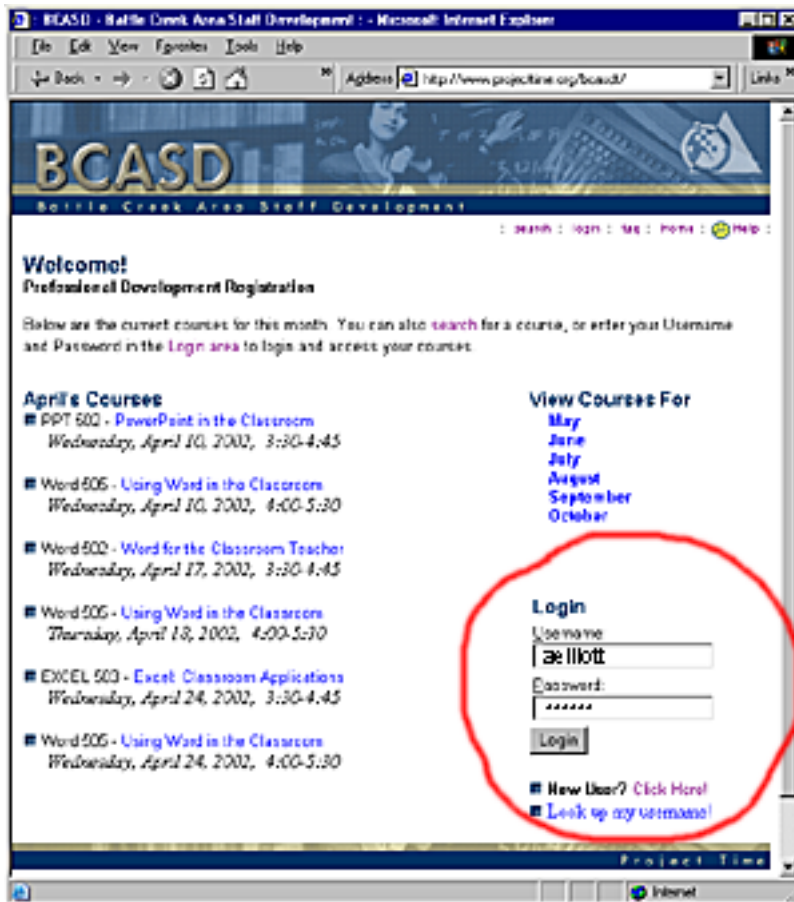


Figure 10

1) In the Login area, enter your username and current password

If you can't remember your username, contact the Technical Administrator for your school. She or he will be able to look it up for you. The contact at the Calhoun ISD is Cathy Galloway at 789-2452.

The Welcome screen will appear, providing you with several options.



Figure 11

2) Click on Edit My Profile.

Your Profile page appears.

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: admin : instructor : search : logout : my profile : my course

Alan Elliott's Profile Information

(username: alan)

[Change Password](#) **Click Here**

Below is the information in your profile. Edit the fields below and choose the *Update* button to save the changes. Fields marked with a * are required.

First Name:*

Last Name:*

Address:*

Figure 12

3) Click on the Change Password link.

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Battle Creek Area Staff Development

: admin : instructor : search : logout : my profile : my course : faq : Home

Change Password

You are about to change your password. Enter a new password, then re-enter the same password to verify it. You can also provide a password hint that will be sent to you if you forget your password.

Password:

Re-Enter Password: * for verification purposes, enter the same password.

Password Hint: * Optional

Figure 13

4) You may now enter your new password. Enter it again in the next field to make sure you have not mistyped it.

You may also provide a hint for your password. The hint is meant to provide you with a clue that will help you remember your password if you forget. The hint is optional. NOTE: You should write down your username and password and keep it somewhere safe for future reference!

5) Click the Change Password button.

You are now prompted to login again using your NEW password.

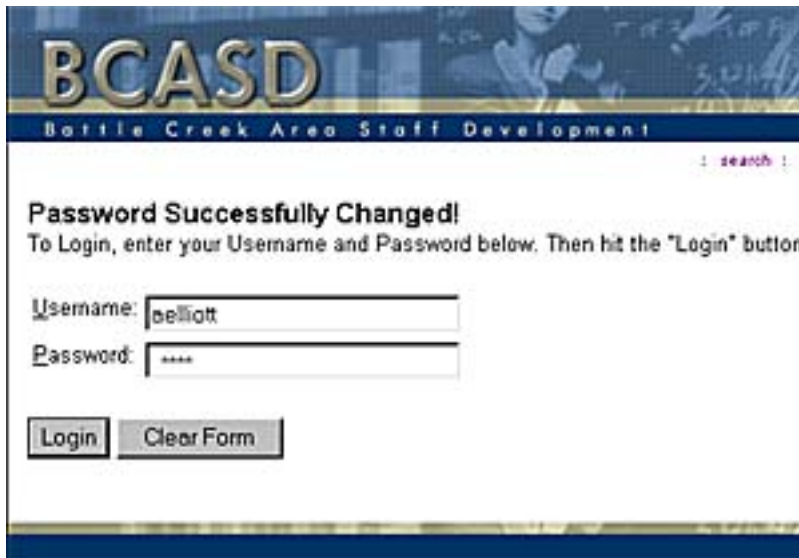


Figure 14

6) Enter your username and new password in the appropriate fields. Click Login.

You have successfully changed your password!