

# PDExpress

Website: <http://pdexpress/pdexpress/login.aspx>

Google Chrome should be set as web browser.

**You must use a school computer, you cannot get on at home.**

ID: last name, first initial (no space)

Password: scolonie (there is an option to change password)

## **How to Suggest a Course** (Do Not put under Request Activities)

1. Go under Courses on Home page
2. Suggest Courses
3. Fill in all information including web address.
4. Hit Finish
5. After course has been approved go back into PDExpress and register for that course.

## **How to See Course Catalog** (Courses already approved)

1. Go under Courses on Home page
2. Courses Catalog
3. Select course to view
4. Review course and hit Register on top
5. If this is an outside of District course, please register there also.

## **How to Delete a Course that you have registered for but did not attend**

1. Open to Home Page
2. See list of courses you have signed up for
3. At the end of each course, there is an X. Hit that and the course is deleted.

## **When do Courses Move from Front Page of PDExpress to Completed**

1. Courses move to completed in April and October when in-services and seminars are processed
2. Grad course are moved in November when grad credits are processed
3. Courses are moved when a schedule change is processed

## **Need to register for a course but course is not seen on PDExpress**

1. Debi can register you for a course
2. Debi can make adjustment to dates if necessary

Call or email Debi Galdun with questions

869-3576 ext. 0473 [galdund@scolonie.org](mailto:galdund@scolonie.org)