

# Schoolnet PDP: Searching and Registering Quick Reference Card

## Schoolnet PDP: Searching and Registering

Use this card help you search and register for activities found within the Professional Development Planner (PDP) in Schoolnet's Educator Development Suite (EDS).

### Access PDP and Search for Activities

To access the Professional Development Planner and search for available activities, follow these steps:

1. Sign in to Schoolnet via the ISEE portal at <http://www.sde.idaho.gov/site/isee/>
2. Roll your cursor over the Educator Development header and click **PD Search**
3. Search by keyword, standards, or calendar date  
Your search results will include statewide activities.

To browse all events, click **Search** without entering a keyword or selecting any other filters.

**Keyword Search**

Content Area  Grade

Search by Keyword or ID  **Search**

Browse by: [Calendar](#) [In-Person Activities \(3\)](#) [Online Activities \(3\)](#) [Resources \(2\)](#)

4. Use the filters to the left of the results screen to narrow your search results
5. To view details about an activity, click the title of the activity

## Register for an Activity

1. After viewing the activity details, click **Register**

**K-6 educators**  
**Location** MERIDIAN JOINT DISTRICT  
**Date** 11/30/2014 **Status** Open  
**Available Spaces** 49/50 **Waitlisted** 0  
**Facilitator** CARRELL, SARA

**Register**

2. If the section is full, click **Add me to Waitlist** (if available)  
You will receive an email when you are moved off the waitlist.

You may have to complete a request form to register for certain activities. If pre-registration is required, you will be prompted to fill out the request form when you click **Register** or **Request Access for Online Course**.

## Find Upcoming Events

Once you register for an event, it is posted on your Educator Development Dashboard and in your PD Profile.

To see your upcoming activities in the Educator Development Dashboard, click **Educator Development** on the navigation bar.

To see your upcoming activities on your My PD Profile page, roll your cursor over Educator Development on the navigation bar and click **My PD Profile**. Then click the Activities tab.

## Cancel a Registration

If you registered for an activity but cannot attend, navigate back to the PD Dashboard.

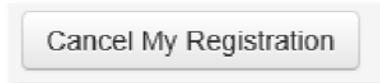
1. Select the title of the activity

**My Upcoming Activities** ([View All](#))

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11/30/2014	<a href="#">Incorporating Nutrition Education into Standards</a>	3:00 AM - 9:30 AM
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2. Click **Cancel My Registration**



3. Enter the reason for the cancellation and click **Delete**

Please enter the reason and click Delete.

Reason: \*

My Principal suggested a different course.