How to enroll in a course

**STEP 1:** Go to our website and search for the course you want to attend: [http://bit.ly/KISDPD](http://bit.ly/KISDPD)

**STEP 2:** Type your search word or course number in the box and press View/Search Events. Then click on the title of the course you want to attend.

**STEP 3:** Click the link that says “Click Here to Register Now”
How to enroll in a course

**STEP 4:** Enter Your User ID and Password. If you do not know your account information, please click the link that says “Click Here for Lost User ID or Password”. If you need to create a new account, you can click the link that says “Click Here to Create a New Account”. If you are unsure if you have an account, please contact the PD Hub at pdhub@kentisd.org or 616-365-2235.

![Cart Login Page](image)

**STEP 5:** If you are registering yourself, then click the blue link that says “click to register”. If you would like to register someone else, please click the button that says “Click Here to Add Another Registrant to Your Account”.

![Registrants Assigned to Your Account](image)
How to enroll in a course

**STEP 6:** Your information will auto populate. If you would like to update your account, you should do that now. Also, please fill out any missing information. If there is a cost for the course you will enter your payment method and click on “Submit Registration”.

**STEP 7:** If you would like to register another individual for the same course, you can select “Register Another Individual for the Same Course”. You can also choose “Click Here to See A List of Courses” to add more courses to your cart. In order to complete your registration you must click the button that says “Click Here to Checkout Now”.

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**Your Cart Contents**

You must **CLICK the Checkout button below** to complete the registration process.
How to enroll in a course

**Step 8:** Once you click the checkout button, you will see a payment screen. Follow the directions on the screen.

Thank you!

We appreciate your registration. If you would like to look for additional professional learning opportunities [Click HERE]

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**Pay with Credit Card**

Card Type: Visa

Credit Card Number: 01/2017

First Name: 

Last Name: 

Click Here to Process Credit Card

**Additional Payment Options**

- Invoice District-not for online courses
- Purchase Order: 

Click Here to Complete Checkout Using Additional Options Above

**Step 9:** You will see a Thank You Screen with your receipt. You will also receive an email confirming your enrollment. If you do not get an email confirmation within 30 minutes of registering, please contact the pdhub@kentisd.org or 616-365-2235. Click here to review our cancellation policy.

Thank you!

We appreciate your registration. If you would like to look for additional professional learning opportunities [Click HERE]

<table>
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