

Registering for a Class - Online Staff Development System

Go to: <http://staffdev.misd.k12.wa.us>

The screenshot shows the homepage of the Online Staff Development System. On the left is a 'User Profile' section with links for 'Create New Profile', 'Sign In', and 'Forgot Your Password?'. In the center is a 'Start Here' section with a 'Browse by:' menu (Category, Target Audience, Professional Certification Requirements, Standards, Date) and a search bar. On the right is a 'More Info will tell you more about the class.' callout box with an arrow pointing to the 'Professional Certification Requirements' link. Below the search bar is an 'Upcoming Classes' section with a callout box pointing to a 'Register Now' button for a 'Classroom Management Professional Learning Community' class.

In the Upcoming Classes list, locate the course for which you are registering and select Register Now.

Login using your **Skyward** login and password. If you encounter login difficulties, contact Jennifer Wright

If you do not have a Skyward login, select Create New Profile and you'll be prompted to create an account.

The screenshot shows the login page with the heading 'Please Log In to Access the Site'. It contains fields for 'User Name or Email Address:' and 'Password:', a 'Sign In' button, and links for 'Forgot Your Password?' and 'Create New Profile'.

Complete the appropriate information below and select Register Now.

The screenshot shows the registration form. On the left is a 'User Profile' sidebar with links for 'Edit My Profile', 'My Transcript', and 'Logout'. The main form is titled 'Please Enter Some Information Below' and includes a 'Taking for:' section with radio buttons for 'Credits', 'Clock Hours', and 'Audit'. Below this is a paragraph of text explaining that credits earned after September 1, 1995, must meet certain criteria. There are six numbered checkboxes for selecting applicable criteria. At the bottom, there is a 'Pay with:' section with a checked 'Free Class' option and a 'Register Now' button.

You are now registered for the course and can Logout.

The screenshot shows the user profile page after registration. It includes a breadcrumb trail: 'Home | Browse By > Category - Target Audience - Registrar/Instructor Home'. The 'User Profile' sidebar now includes a 'Logout' link. The 'Start Here' section is visible at the bottom.