

Directions for Professional Development Online (PDO) Registration as of July 1, 2009

To register for a Temporary PDO Account

1. Go online to <http://pdo.mcpsmd.org>
2. On the PDO main page, click the "Create Account for NEO" button.
3. You will be prompted for a code to create an account – Enter "**neo09**"
4. Enter all of the required information and submit the request.



If you get lost or have trouble, you can click on the PDO Help tab (at the top of every page) at any time during the process.

Registering for NEO Sessions

1. Find the "Course Search" box on the PDO home page
2. Enter "NEO" in "Course Title" field and
3. Click the "Find Courses" button
4. This will take you to the New Educator Orientation course
5. Click the "View Sections" button
6. Choose & click on a section
7. This will take you to the sections details page
8. Find your appropriate section and click the "**Register**" button next to it.
9. Confirm your registration by clicking the "**Register for Course**" button.
10. After you confirm your registration in PDO, a confirmation email will be sent to the address you provided during account creation.

IMPORTANT! *Please save your login information, you will use this username and password to register for all training sessions until your official MCPS PDO account is created.*

Temporary Username: _____

Temporary Password: _____

Sometime between the date you are hired and the first month of school you will receive an email with your permanent PDO account information. Soon after, your temporary account will be merged with the new account and the temporary account will be disabled. Once you receive your permanent PDO account information you should use it to register for classes.