

# Reminders for Support Professionals

- Please check with your supervisor when planning training that will be held during work hours.
- Register for classes on PDO. You will need a User Name and Password to Log In. Call the Help Desk at 301-517-5800 if you need assistance.
- Budget circumstances may cause us to change our training schedule.
- Classes may be cancelled due to low enrollment.
- Keep an eye on your E-mail. If we have to change a location or cancel a class we will notify you through MCPS Outlook. Always check Outlook the night before a class.
- **Don't be a no-show.** It is unfair to your fellow employees. By holding a slot you will not use, you deprive someone else of the chance to attend training. If your plans change and you are unable to attend training, **drop the class immediately.** Here's how: on the PDO Home Page, look at My Courses in the box on the right. You will see all the classes for which you are registered. To the left of each title are two buttons: Withdraw and View Roster. Click on Withdraw. A screen will come up asking you to confirm your withdrawal. Click on Withdraw one more time. You will receive an automatic e-mail confirming your withdrawal from the class.