

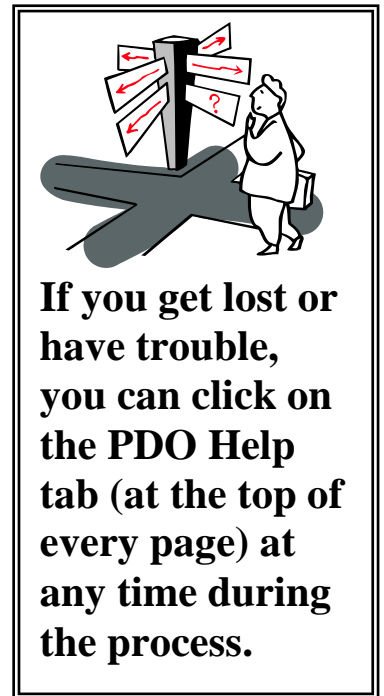
# Directions for Professional Development Online (PDO) Registration

\*Click [here](#) first to find out the appropriate sections you can register for based on your content area.

- To find the PDO link, please type PDO in the search engine on the MCPS web page. Under Recommended Links, look for Professional Development Online. Click Professional Development Online (PDO)
- Use your MCPS user name and password to login. (Same one you use to access your Outlook E-mail.)
- During the hiring crunch, there may be a delay before you receive your user name & password. Thank you in advance for your patience.

After you are in PDO:

1. Find the *Course Search* box on your PDO home page.
2. Enter **89447** in the *Search* field for the synchronous sections and **89443** for the asynchronous sections.
3. Click the *Search* button.
4. This will take you to the New Educator Orientation 2020 synchronous and asynchronous courses respectively.
5. Under “*Select a section to register*”, you will see three sections displayed and three blue “Register” buttons on the right side. Just below that you will see “***View All Sections***”
6. Click “*View All Sections*”. This will take you to the sections details page.
7. Choose the appropriate section\*. See below for guidance in choosing the appropriate section.



8. Click the *Register* button.
9. Confirm your registration by clicking the *Next* button.
10. A confirmation email will be sent once you complete the registration.



Questions about which sections are appropriate for you?

K-5 classroom teachers (including ESOL teachers, TWI teachers, and Special Educators who are not teaching in discrete ALO programs) should register for:

- One synchronous Elementary ELA Office hour\*
- One synchronous Elementary Math Office hour
- The three-hour asynchronous Elementary Curriculum course.
- ESOL teachers should also sign up for the synchronous ESOL Instruction Office Hour, the asynchronous Day 3: K-12 ESOL Accountability, and Day 3: K-12 ESOL Accountability Office Hours, in addition to the above.

\*All teachers will attend a Benchmark Advance ELA Office hour, with the exception of any teachers who will be teaching in a Center for Enriched Studies (CES) or Enriched Literacy Curriculum (ELC). ELC and CES teachers will sign up for one synchronous ELC/CES ELA office hour.

Secondary teachers (and all other specialties) please use the guide to register for sections appropriate to your content area. If you have questions, please reach out to the contact person listed next to the content title.

**Important Note:** New educators, who did not receive the MCPS Outlook user name and password and the MCPS Gmail account, will not be able to attend NEO 2020.