

Directions for Professional Development Online (PDO) Registration for Special Education Day and ESOL day

- 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 89444 in the *Search* field for Special Education day and enter 89445 for ESOL day.
3. Click the *Search* button.
4. Under “*Select a section to register*”, click the blue *Register* button that is on the right hand side.
5. Special Educators register for sections 121532 and 121529; ESOL educators register for sections 121521 and 121523.
6. Confirm your registration by clicking the *Next* button.
7. After you confirm your registration in PDO, a confirmation email will be sent.

