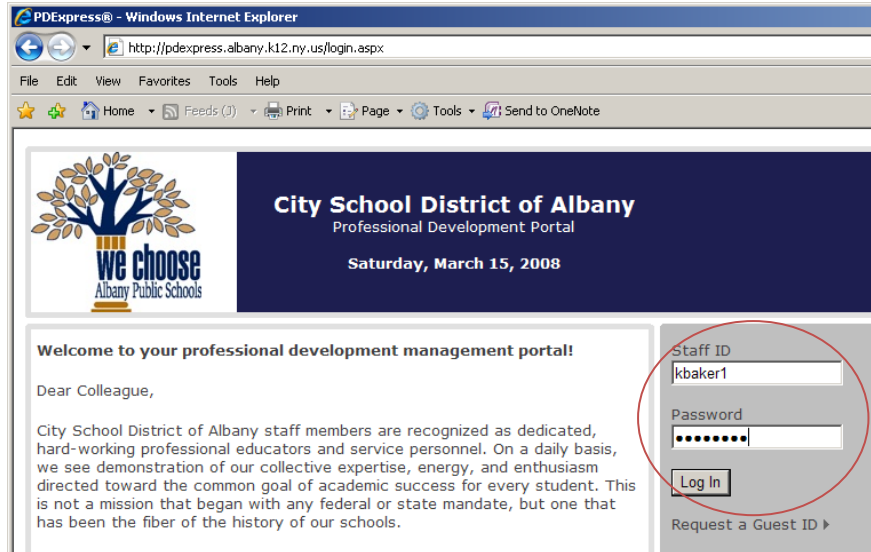


Logging in and Registering for Courses:

Logging in to PDEExpress

1. Go to <http://pdexpress.albany.k12.ny.us> (or use the link on the District homepage).
2. On the “Welcome” page, enter your exiting **District ID** and **Password**, and click the **Log In** button.



If you are unable to log in with your district credentials, please contact the HELP DESK:

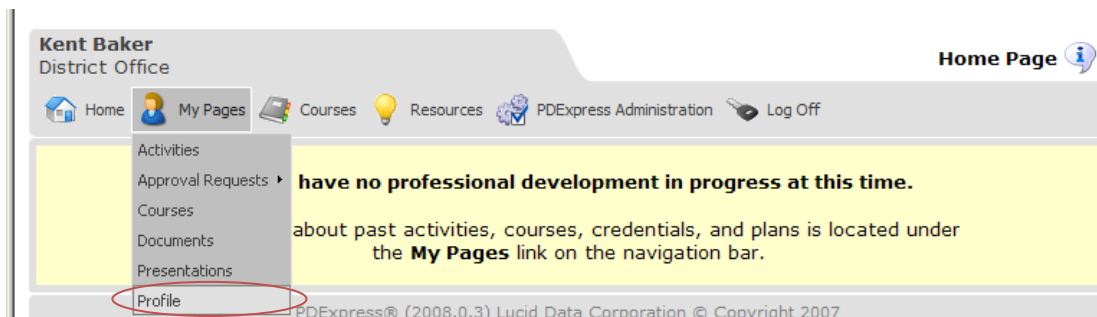
- Phone: 475-6195
- Online: <http://webhelp.albany.k12.ny.us/helpdesk/helpdesk.asp>

Please **DO NOT** "Request a Guest ID" if you are a District Employee who is unable to log in. You need to contact the Help Desk in order to correct the issue.

Navigation

Your **Home** page will be displayed with a header menu. Each menu choice incorporates a pull-down menu.

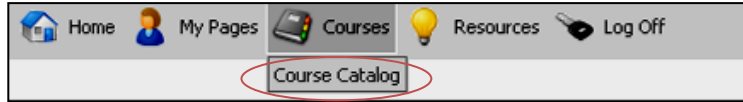
1. The **My Pages** menu includes several areas that will be of great importance as the system is fully implemented. At this time, it is suggested that you visit the **Profile** section to verify your district Email address and your **primary** building/school assignment. Feel free, however, to browse around the other areas.



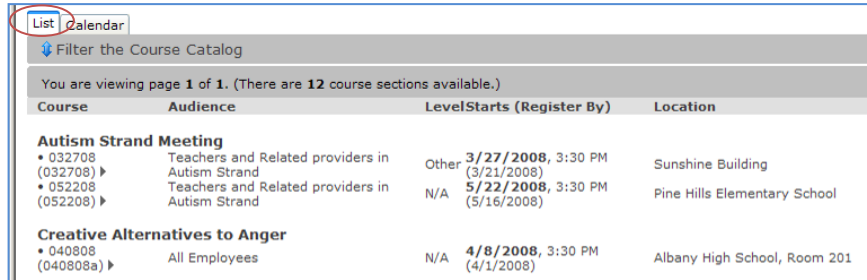
**Registering for a Course**

This example will show you how to register for the **First Annual City School District of Albany Professional Development Fair**, on **Saturday, May 3, 2008**.

1. To view the **Course Catalog**, click on **Courses**, then **Course Catalog**.



2. You will be viewing all remaining available course offerings as a list. You may scroll down the window to view all offerings **alphabetically**. (You may also choose to use the Calendar view to see offerings arranged by month).



3. Scroll down the list and locate the **Professional Development Fair** description. In order to view particular information about the course, and/or register, be sure to click on the link for the **Course Section** of interest. The **Section link** is generally a set of numbers.



4. In the **Section detail window**, you will find all relevant course information. To register for the course, click on the **“Register for this course”** link at the top of the window.



5. After registering for the course, you will receive an instant confirmation notice. You may print the window if you'd like. You may also choose to have a confirmation mailed to your District Email address. Just verify that your correct address is in the field at the bottom (it should automatically appear there –just enter it if it is not already there), and click “**Send.**” You will receive a confirmation in your Inbox. You will also receive a reminder notice, via Email, five days before a scheduled course.

**Kent Baker**  
District Office

Confirmation

Home My Pages Courses Resources PDExpress Administration Log Off

**Confirmation Notice**

**Congratulations!** You are **Confirmed** in the following course section:

Course:  
**Professional Development Fair - May 3, 2008 [050308-050308]**

Instructor(s):  
**District Staff**

Course Web Site:  
<http://webhelp.albany.k12.ny.us/instructional/pd/pdproposal.html>

**Meets on the following days and times:**  
5/3/2008 8:30 AM-12:30 PM 100010045-Library

**E-mail this Confirmation**

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## FAQ

### Can I access PDExpress from home?

- Yes: <http://pdexpress.albany.k12.ny.us> or by using the link on the District site homepage.

### Can I change my password?

- Not using PDExpress. Your PDExpress password is connected to your district network account. Whenever you change your district password, your PDExpress password is automatically updated.

### What do I do if I need to add or change personal information (i.e. address, phone number, etc.) in my profile?

- Currently, the system is not fully configured to utilize all personal information. For now, please ensure **ONLY** that your District Email address is accurate, and that you are assigned to the correct building/school. Your building/school assignment is displayed underneath your name in several screens in PDExpress. To correct erroneous information, please contact the Help desk: 475-6195