

Instructions for Enrollment Through STI Professional Development Program

To register for a workshop/session, you must log on to the ALSDE STI Professional Development program. We have provided the following link for your convenience: <https://pdweb.alsde.edu>

You already have an STI-PD account if you were a Mountain Brook Schools' employee in 2007-2008. Your Mountain Brook Schools login and password will be your STI-PD login and password, too.

If you have difficulty logging in, please contact the Tech Coordinator at your school.

| | | Example |
|-----------------------|--------------------------|-------------------------------|
| Your User Name | Last Name, First Initial | John Doe = doej (Lower Case) |
| Your Password | Same as Windows Login | |
| Your LEA | Mountain Brook Schools | Use Pull-Down Menu (Drop Box) |

To see the catalog of sessions offered, click on the PD Titles tab. Click on "Search the PD Title Catalog." On the right side of the screen, find the box titled "PD Title Number," and type in MB-S08 in the box. Press ENTER on the keyboard or scroll down and click SEARCH.

You will need to click View Schedule "List" under the PD Title for which you wish to register. This will allow you to view all workshop sessions available under a particular title. You can enroll for your selected session at that point. To register for the session, click on the ENROLL NOW button at the bottom of the session box.

Click YES to confirm your enrollment; you will receive a confirmation email about your session enrollment.

(**Example:** You wish to enroll for the **PD Title** ARI Training. Click on "**List**" to view all sessions. Click on **Enroll Now** in selected session.)