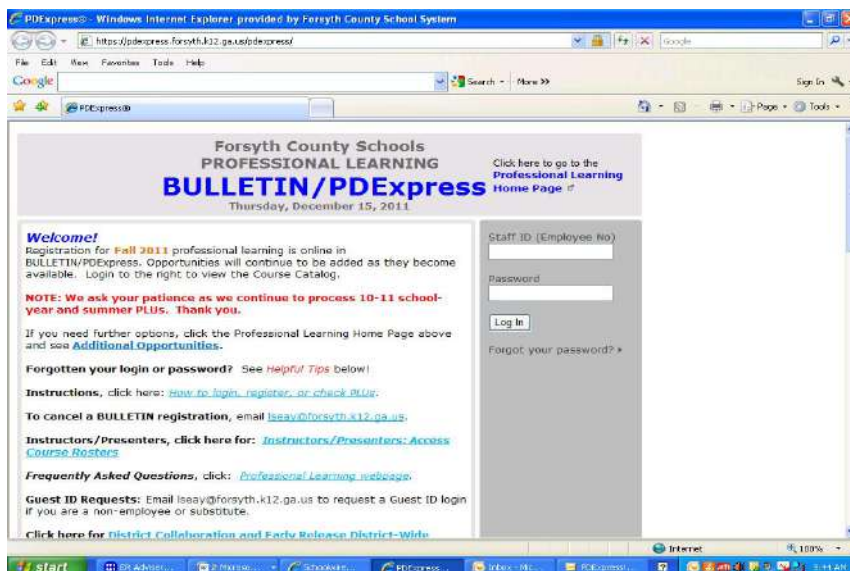# How to Login, Register for Courses, or Check PLUs Enrolled and Completed:

1. Go to www.forsyth.k12.ga.us/professionallearning**.**

2. Click on the article entitled ***BULLETIN/PDExpress Login & Info Page***, and click the link given there to login. NOTE: Do not save link to favorites, as it changes with upgrades.

3. The *News* login page is displayed. (NOTE: Do not save to Favorites as this URL changes periodically with upgrades.) To login, enter your **Staff ID** (employee #), enter your **Password** (last 4-digits of your SSN), and click **Log In**. (Your employee#, assigned by Human Resources, can be found on your pay stub, or your school's administrative secretary can look this up for you during office hours. We appreciate their local support!) NOTE: The Request a Guest ID feature is for subs or those not employed ONLY, and will adversely affect the certified or classified employee's record. Please follow steps above for forgotten logins.

4. Your **Home** page will display and a header menu. Each menu choice includes a pull-down menu. Your **Home** page will also show your currently enrolled courses or any expiring credentials. Credential information is shown as a planning aid only and may not reflect the most recent changes. The most current credential information is always found by your logging in at www.gapsc.com.
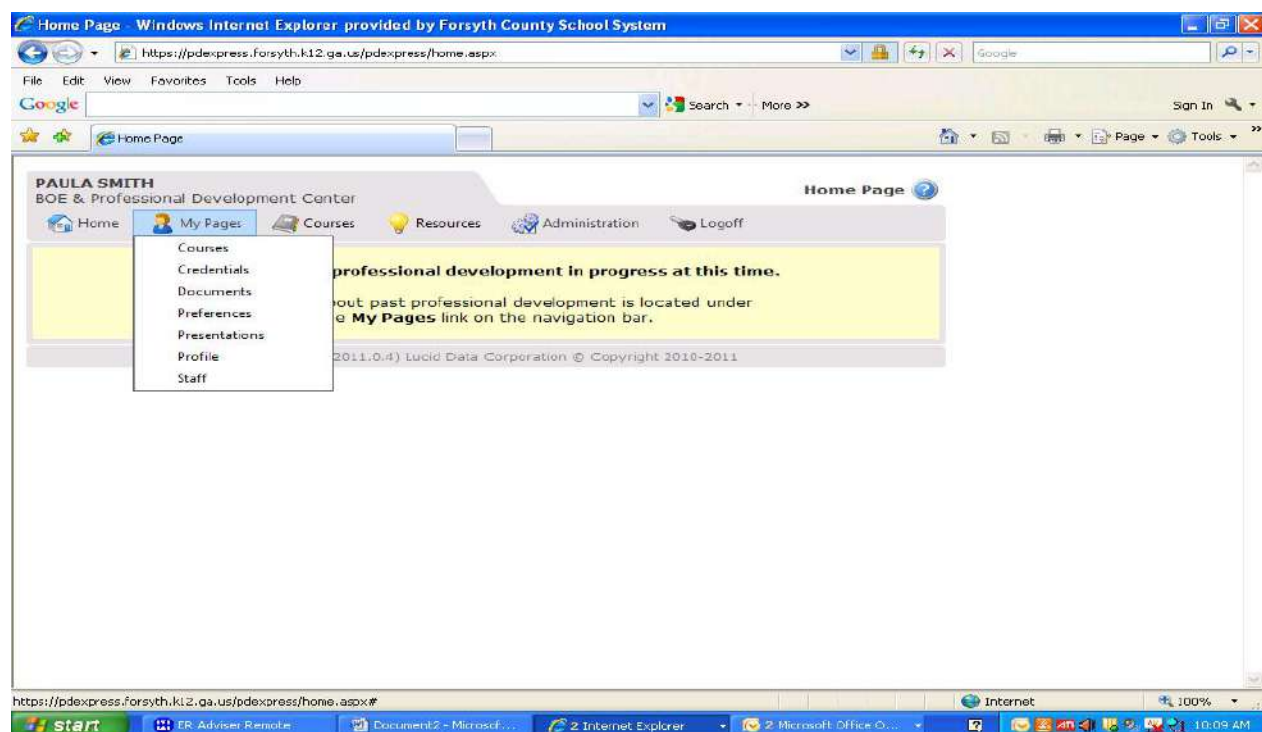
5. **My Pages** menu includes **My Courses** (currently enrolled & completed/transcript), as well as **Credentials**, **Preferences**, & **Profile**. **Courses** menu includes **Course Catalog**. **Resources** menu includes **Additional Resources** (Helpful Tips!)

6. BEFORE going to **Course Catalog**, please go to **My Pages**, **Profile**, and be sure your school email address is entered and is correct, as a contact for course registration. If updating, click **Save!** **NOTE FOR NEW FALL EDUCATORS registering for summer courses:** Personal email addresses are not compatible with the system and only mobile phones may be entered as an additional summer contact. School email addresses will be activated in the Fall and you will need to add it at that time.

7. **SPECIAL NOTE:** Any fields that are not open to update on the **Profile** page, are updated internally after your first Fall payroll and monthly thereafter from Human Resources data files. Allow time for most recent changes to be updated. To report changes in your name, address or phone, see the Human Resources Department's webpage, online *Staff Handbook*, Personal Information Update form and the directions found there.

8. To view the **Course Catalog**, click on **Courses**, then **Course Catalog**. We recommend leaving the **Filter** at the default of viewing **All** courses.
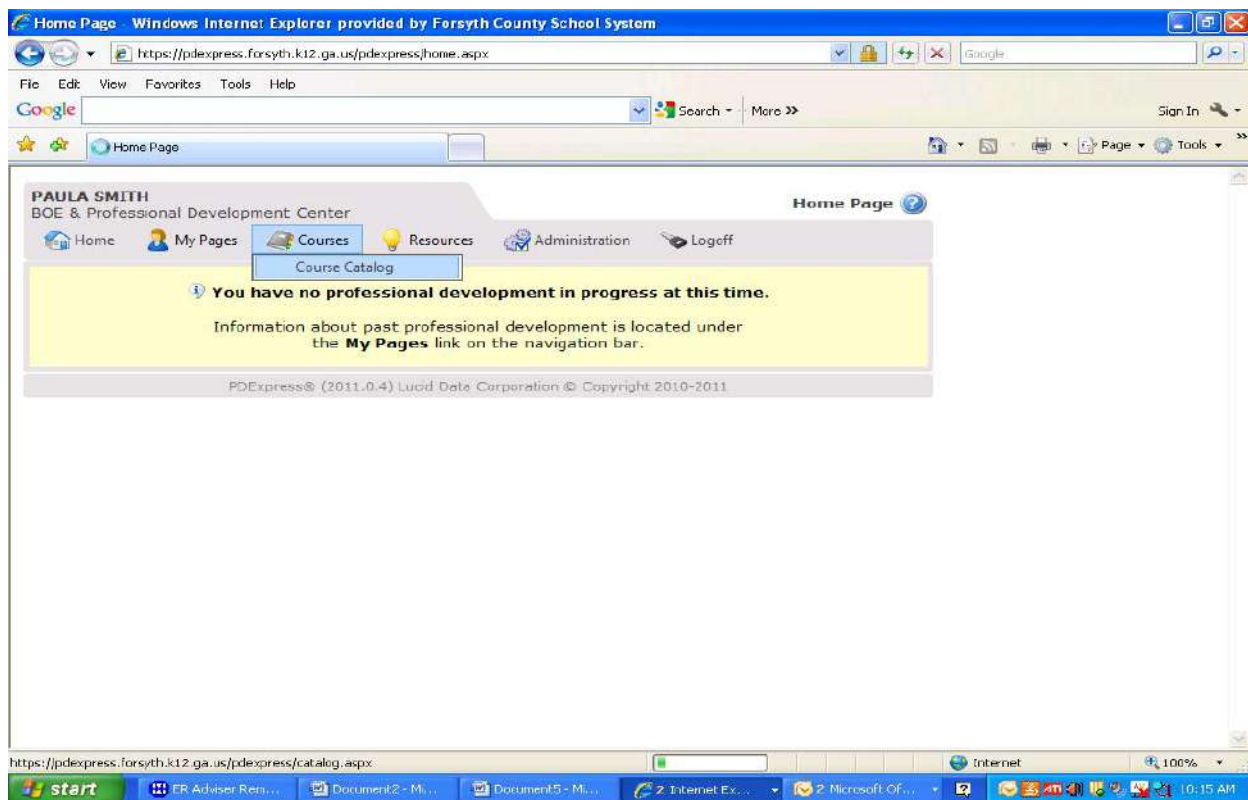
9. To register for a course or view **Course Details** (description, dates, times, or location), click on the **Course Number**.

10. The **Course Detail** page will display, including dates, times, and location. **Please note Target Audience and any pre-requisites BEFORE registering**.

11. To complete registration, click **Register**.

12. After clicking **Register**, a confirmation "Congratulations!" page will be displayed. This page can be emailed to you by clicking on the checkbox displayed, (network email only).

13. Click **Continue** and your **MyPages, Courses** page will display, showing your newly enrolled course. When finished with your session, click **Log Off**.

To refer back to your course's description, dates, times, location, or driving directions to the facility, just login again & find the course listed now in your **Home** page, as well as **MyPages, Courses** page. Click to view all details.

To cancel a registration, login and click on **Home** or **MyPages, Courses**, then click on the red "x" icon beside the course title (viewable only during Drop/Add periods). If not viewable, that means Drop/Add has ended and you should email lseay@forsyth.k12.ga.us to cancel registration.

To view/print your PLU record, login and click on **MyPages, Courses**, click on the **Completed Courses** tab. Click **View Transcript** & print. For a comprehensive transcript, please send copies of all credits earned with other agencies to the Professional Learning Department. These will be included in your online Forsyth County Professional Learning Transcript. To receive an official signed transcript, please email our department.