Steps to register at pd.casenex.com:

1. Go to: http://pd.casenex.com/
2. On the homepage is a list of all online tutorials that are currently in session.
3. Click on the desired course (please note that the PALS-PreK Administration & Scoring tutorial, as well as all Online Score Entry & Reporting System tutorials, have Wisconsin-specific versions.)
4. The session details will be on the right-hand side. Click "Enroll Now" next to the Wisconsin session.
5. Sign in or Create an Account.
6. If you are creating a new account, you will receive a verification email. Once you have confirmed that you have entered a valid email address, you will choose and enter a password. You may then sign in using this password and your email address. NOTICE: your technical support office may be needed! Here are the items that should be white-listed if you do not receive your login email: Datadrivenclassroom.com, Casenex.com
7. Once you sign in, the system will send you to your dashboard. This first time that you are sent to your dashboard the system will allow you to choose your "group" (school). Choose your school from the dropdown menu. The dashboard will be blank until you enroll in a course.
8. Click on the CaseNEX logo to return to the homepage, where you can choose your course.
9. Click on the desired course and enroll in the appropriate session.
10. You will then see "Start the Course"!

Instructions for taking the quiz:

1. Once you have finished all modules of a course, click "Return to course."
2. On the main course page, you should see, "You've completed 100.0%" and a button directing you to "Take the quiz."
3. You will receive your score immediately after finishing the quiz. Scores of 75% or higher are passing, and you will be able to view and print your certificate. If you have scored below a 75%, you can review the course and take the quiz again.