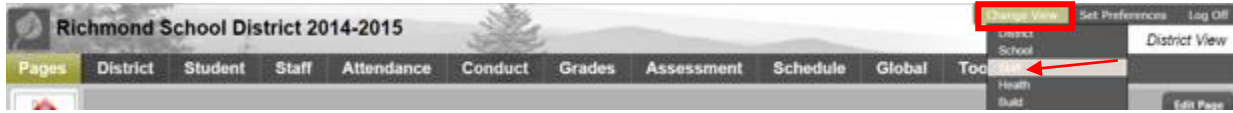




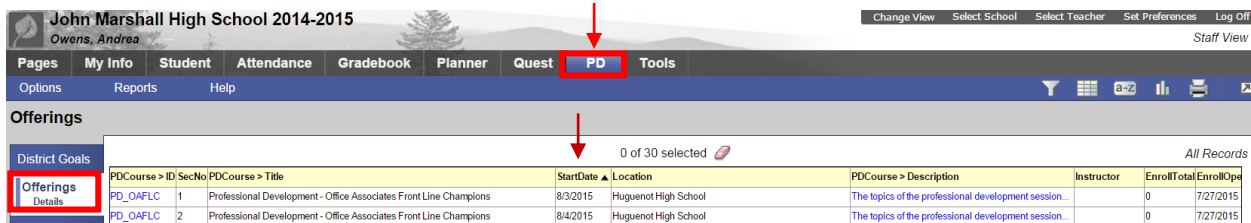
PD Module Registration Instructions



Log into Aspen. Click **Change View** and select **Staff**.



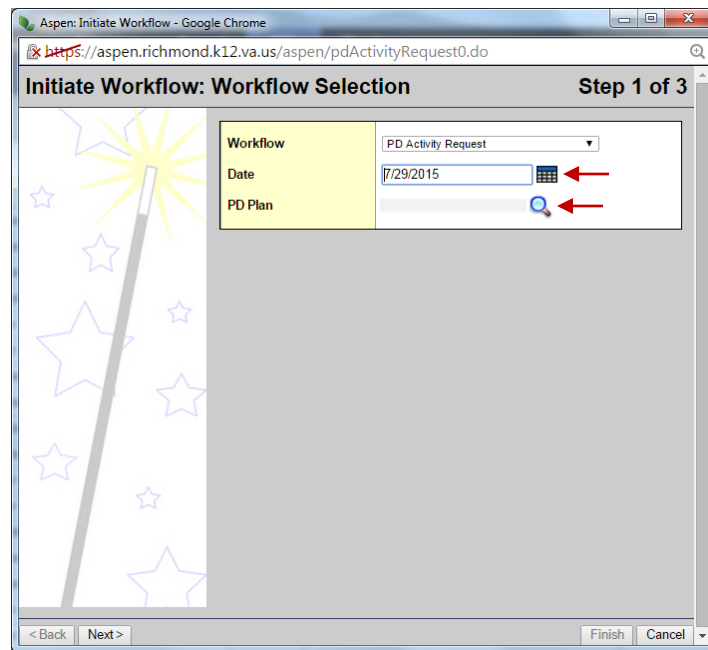
Click on the **PD** top tab > click on the **Offerings** side tab. The current training offerings will be listed > click on the column header **Start Date** to sort the session offerings in order by Date.



To register for a session, click on **Options** > **Submit Activity Request** and follow the prompts in the pop up wizard that appears.




Type or click the  to select the date. Select your **PD Plan** from the magnifying glass  > click **Next**.

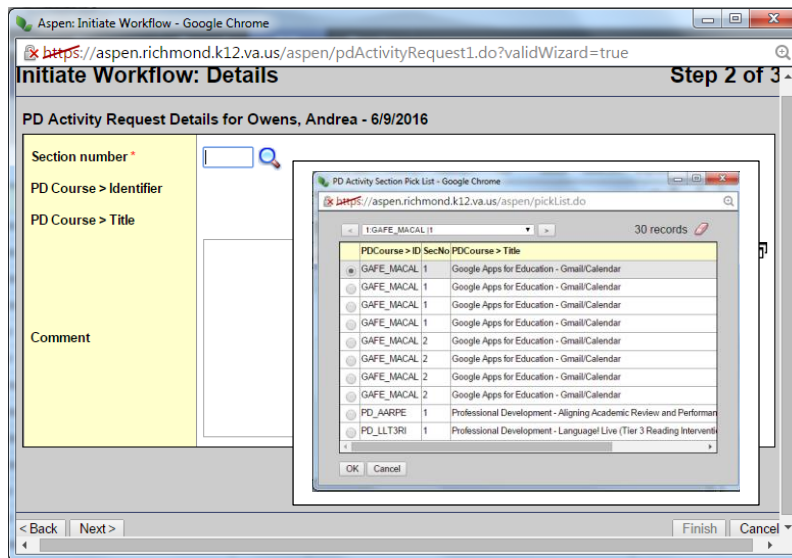




PD Module Registration Instructions



Select the *Section* of the training session you wish to attend from the magnifying glass  > click **OK**.



Type any **Comments** as it relates to your request to attend the session (*optional*) > click **Next** > click **Finish**.

Once your request to attend the session has been approved, you will receive a confirmation email (*if you have your email address set in the Set Preferences in Aspen*).