

MYPPS PD

Quick Guide To Finding and Registering for a Course

ACCESS

1. From the **PGCPS Homepage**, access the **Staff Portal**
2. Click on the **Applications** menu and select **MyPPS**
3. Enter your PGCPS username and password (the same one used for email)
4. Click **Sign In**

SEARCH

By Course or Section

1. Select the **My Courses** tab.
2. Locate the **Search Courses** box.
3. Click on **Advanced Search**
4. Enter the **Course #** or **Section #** in the appropriate field
5. Click **Search**
6. Click a **course** or section title to view additional details.
7. Click the **Sections** tab to review available dates/times.

By Keyword

1. Select the **My Courses** tab.
2. Locate the **Search Courses** box.
3. Enter a keyword and click **Search**
4. Results appear on next screen.
5. Optionally, select a filter on the left to narrow your search results.
6. Click a **course** or section title to view additional details.
7. Click the **Sections** tab to review available dates/times.

By Calendar

1. Select the **Calendar** icon in the top right corner, then click **Full Calendar** link.
2. To view courses scheduled for a specific date, select a date on the month displayed or select a date from a mini-calendar on the right.
3. To view as a list, select the **List Format** link above the mini-calendars.
4. Click on a **Course Title** for more details, including section information.

REGISTER

1. Click the section tab/title to view more details about the course.
2. Click the blue **Register** button.
3. Click **Next** to confirm your registration.
4. If prompted, select the type of credit (No Credit or CPD)
5. A confirmation message will appear and will also be sent to your PGCPS email.

WITHDRAW

- If you are unable to attend a class, withdraw from the class.
1. On the **My Courses** tab, locate the **My Courses** channel.
 2. Click the icon to the right of the course from which you need to withdraw.
 3. Confirm your withdraw on the next screen.
 4. You will receive an email confirming your withdraw status.