



Quick-Start User's Guide

Welcome to **PD Now!**—home of *ParaEducator PD Now*, *ESL PD Now*, *Inclusion PD Now*, *THE MASTER TEACHER PD Now*, and *Substitute Teacher PD Now*.

ABOUT PD NOW:

PD Now is an Internet-based professional development (PD) website. The website delivers training and PD that's specific to the role you perform in your school or district. As you complete the PD courses or other materials that are available to you, a personalized transcript will automatically be created in your name that records your completion dates, course scores, and other details.

STEP 1 – NAVIGATE TO THE PD NOW WEBSITE:

First, open the Internet by double-clicking on your computer's Internet browser (Internet Explorer, Safari, Firefox, etc.). Next, type in the URL or web address that was provided to you in the email you received when your account was created. Space is provided below for you to record your URL and login information for future reference. **Note: You only need to fill in the last part of the URL.*

STEP 2 – LOG IN:

To access the **PD Now** website, type your email address and password into the boxes provided and click the **Sign In** button. You can find this information in the email you received when your account was activated (same email referenced above). **Please make note of your email address and password somewhere in case you forget it** (*space is provided below*). If you need to update your email address, contact your supervisor.

If you want to change your password to something other than what was provided to you, click on the **Edit Profile** link in the header. Locate and click on the **Change Password** link. Complete the form, and click the **Submit** button.

STEP 3 – ACCESS YOUR CONTENT:

All courses, assessments, or resources that are available to you will appear on the screen in three categories: **Not Started**, **Started**, and **Completed**. Click on the content title to launch the item. If no content appears on the screen, then you have not been assigned a license and need to inform your supervisor.

Note: If you see a lock next to any title(s), click on the lock to claim your license to that content. The lock(s) will disappear for all content associated with the license. **If you receive a message that there are no licenses available, contact your supervisor.**

*URL:	www.pdnow.net/provenance/ KSNewton/		
Email:		Password:	

Leadership Lane • P.O. Box 1207 • Manhattan, KS 66505-1207
Phone: 800.669.9633 • Fax: 800.669.1132 • www.masterteacher.com