



Register online @
<http://itls.saisd.net/pd/index.htm>

ITS

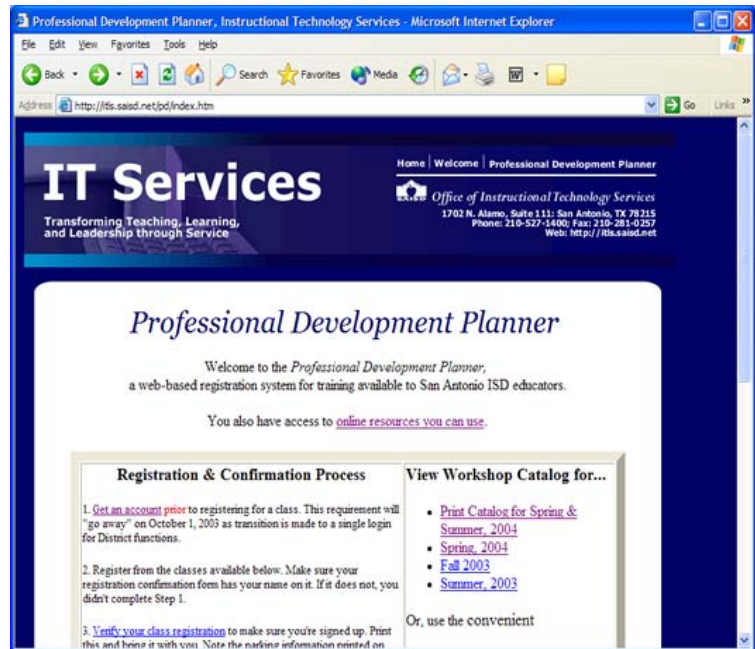
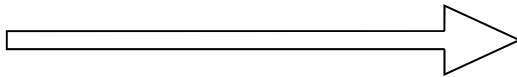
Directions to registering online using the ITS Professional Development Planner:

Step One:

- Open your web browser (Internet Explorer or Netscape Navigator) and go to the Professional Development section of the ITLS website at:

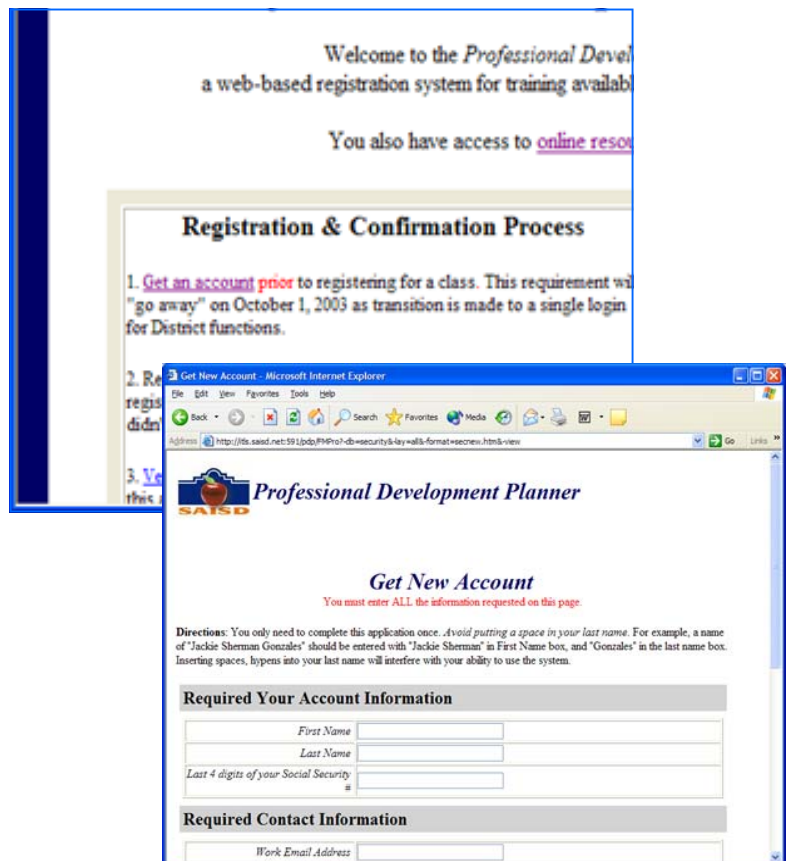
<http://itls.saisd.net/pd/index.htm>

- Your screen should look like this



Step Two:

- Before registering for a class **YOU MUST REGISTER FOR AN ACCOUNT.**
If you do have an account, go to Step Four.
- Under the Registration & Confirmation Process, click on the Get an account link
- Fill in the required information and click the Sign Up for New Account button.



Step Three:

- Print the new account creation confirmation window and keep this for your records
- Use your new login when registering for classes



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Step Four:

When registering for classes:

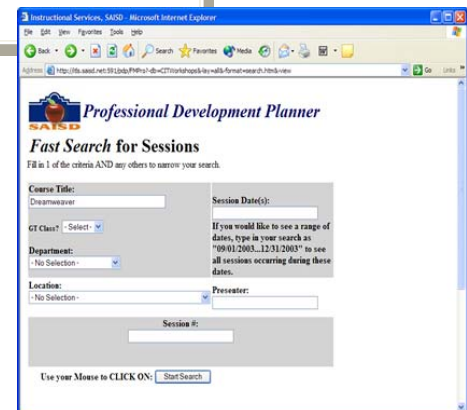
- On the <http://itls.saisd.net/pd/index.htm> website, search for a class by workshop catalog or by using the Fast Search
- Search for a class either using the course title, sessions date, departments, location, presenter, or session number.

View Workshop Catalog for...

- [Print Catalog for Spring & Summer, 2004](#)
- [Spring, 2004](#)
- [Fall 2003](#)
- [Summer, 2003](#)

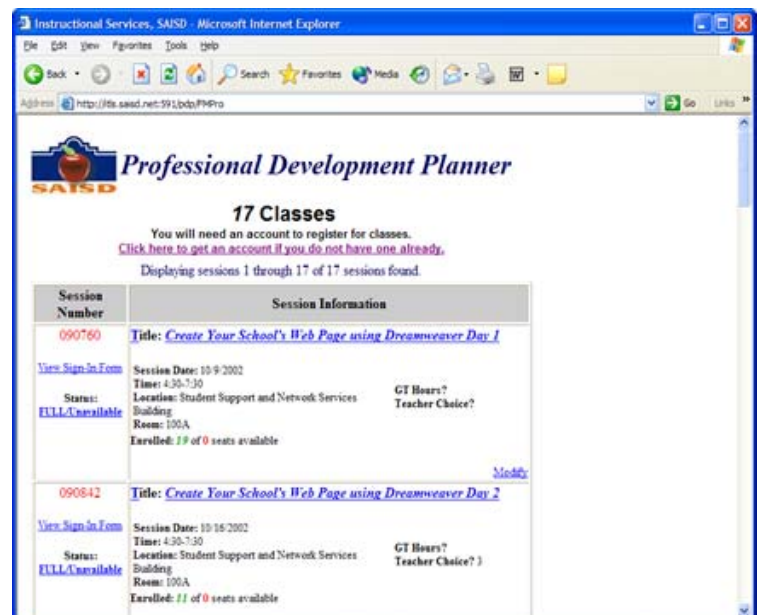
Or, use the convenient

FAST SEARCH



Step Five:

- Once a course is found, click the on Register link and type in your account login.
- Click to submit your registration *If a course is unavailable, full, or cancelled, the Register Link will not be visible.*



Step Six:

- Print out your class registration

Need Assistance? Call us (210) 527-1400