

How to enroll in a course

STEP 1: Go to our website and search for the course you want to attend: <http://bit.ly/KISDPD>



Listing of Events | Login | Create Account

Kent ISD

We Lead Learning

Contact Us My Account Credit Info pdNOW The Bulletin Calendar View

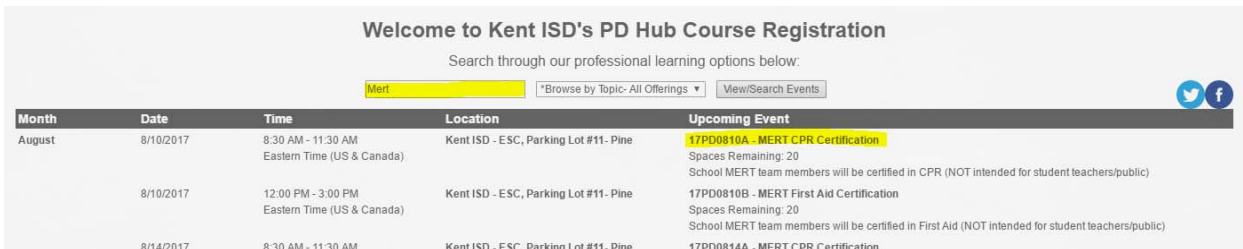
Welcome to Kent ISD's PD Hub Course Registration

Search through our professional learning options below:

Enter Search Criteria: Browse by Topic: All Offerings View/Search Events

Month	Date	Time	Location	Upcoming Event
Online Course				16CUR0701A - 4 Ways to Support Students in ELA with the Redesigned SAT Spaces Remaining: 192 The course provides a general overview of the newly redesigned SAT and effective strategies to promote student success on the assessment itself.
Online Course				16CUR0701D - Inquiry Based Learning in Mathematics Spaces Remaining: 175

STEP 2: Type your search word or course number in the box and press View/Search Events. Then click on the title of the course you want to attend.



Welcome to Kent ISD's PD Hub Course Registration

Search through our professional learning options below:

Mert Browse by Topic: All Offerings View/Search Events

Month	Date	Time	Location	Upcoming Event
August	8/10/2017	8:30 AM - 11:30 AM Eastern Time (US & Canada)	Kent ISD - ESC, Parking Lot #11- Pine	17PD0810A - MERT CPR Certification Spaces Remaining: 20 School MERT team members will be certified in CPR (NOT intended for student teachers/public)
	8/10/2017	12:00 PM - 3:00 PM Eastern Time (US & Canada)	Kent ISD - ESC, Parking Lot #11- Pine	17PD0810B - MERT First Aid Certification Spaces Remaining: 20 School MERT team members will be certified in First Aid (NOT intended for student teachers/public)
	8/14/2017	8:30 AM - 11:30 AM	Kent ISD - ESC, Parking Lot #11- Pine	17PD0814A - MERT CPR Certification

STEP 3: Click the link that says *"Click Here to Register Now"*



MERT CPR Certification (Course # 17PD0810A)

Date(s): 8/10/2017
Time: 8:30 AM - 11:30 AM
Registration open through 8/8/2017 6:00 AM EST

20 seats currently available.

REGISTER HERE

[Click Here to Register Now](#)

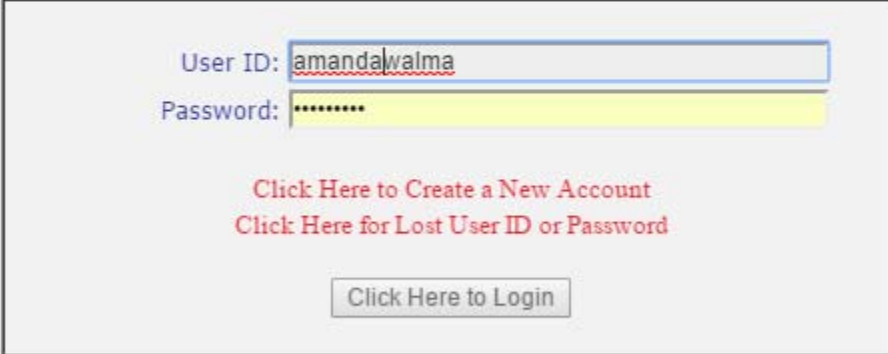
*Registrants must be a part of their buildings MERT team.

Course Description [Share This](#)

How to enroll in a course

STEP 4: Enter Your User ID and Password. If you do not know your account information, please click the link that says [“Click Here for Lost User ID or Password”](#). If you need to create a new account, you can click the link that says [“Click Here to Create a New Account”](#). If you are unsure if you have an account, please contact the PD Hub at pdhub@kentisd.org or 616-365-2235.

Cart Login Page

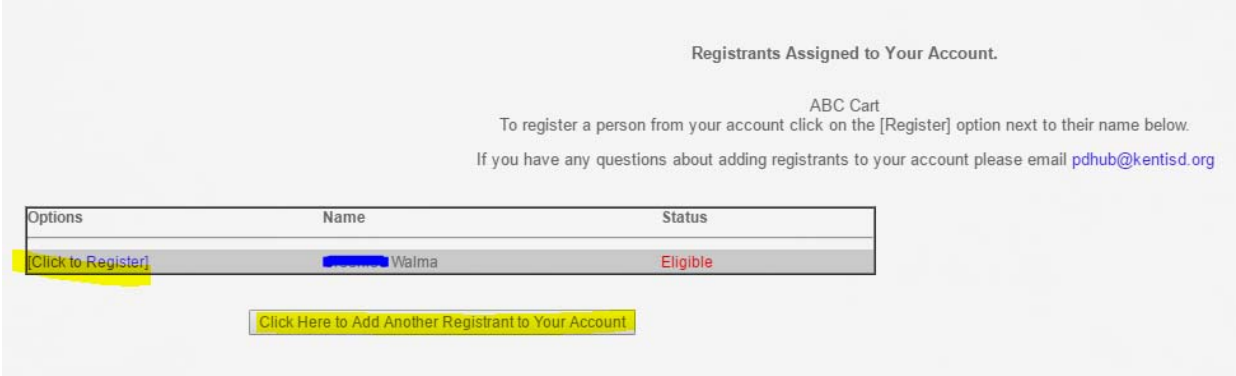


User ID:

Password:

[Click Here to Create a New Account](#)
[Click Here for Lost User ID or Password](#)

STEP 5: If you are registering yourself, then click the blue link that says [“click to register”](#). If you would like to register someone else, please click the button that says [“Click Here to Add Another Registrant to Your Account”](#).




Registrants Assigned to Your Account.

ABC Cart

To register a person from your account click on the [Register] option next to their name below.

If you have any questions about adding registrants to your account please email pdhub@kentisd.org

Options	Name	Status
Click to Register	 Walma	Eligible

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STEP 6: Your information will auto populate. If you would like to update your account, you should do that now. Also, please fill out any missing information. If there is a cost for the course you will enter your payment method and click on [“Submit Registration”](#).

Event Name: MERT CPR Certification

Registrants must be members of their building's MERT. These trainings are reserved for current Kent ISD Service Area School Employees who plan to actively participate as members of their school building's MERT Team. These trainings are NOT intended for student teachers or the general public.

*I am registering as: *PK-12 Educator

*First Name: [Redacted]

*Last Name: Walma

*Work Phone Number: 6165551212 (xxx-xxx-xxxx)

*Cell/Home Phone: 6165551212

*Email Address: amandawalma@kentisd.org

*Retype Email Address: amandawalma@kentisd.org

*Address: 2930 Knapp NE

*City: Grand Rapids

*State/Province/Region: MICHIG

*Zip/Postal Code: 49525

*Select County: *Kent

*Select District: Byron Center Public Schools

*Select School/Building: Byron Center Public Schools - Administration

*What is your title? Assistant Superintendent

*Grade Level:

- 10th
- 11th
- 12th
- 1st
- 2nd

Pre-K

Special Education

Voc/Career Tech

Discount Code: []

Regular Price \$25.00

GRPS or Kent ISD staff, SHAP Participants (Cedar Springs, Godwin Heights, Godfrey-Lee, Grand Rapids Christian Schools, Cedar Springs, Comstock Park, Kentwood or Northview): \$0.00

[Submit Registration](#) [Cancel](#)

STEP 7: If you would like to register another individual for the same course, you can select [“Register Another Individual for the Same Course”](#). You can also choose [“Click Here to See A List of Courses”](#) to add more courses to your cart. **In** order to complete your registration you must click the button that says [“Click Here to Checkout Now”](#).

Your Cart Contents

You **must** [CLICK the Checkout button below](#) to complete the registration process.

Options	Name	Events	Status	Balance
[Edit] [Cancel]	[Redacted] Walma	8/10/2017 - MERT CPR Certification (17PD0810A)	Pending - Confirmed	\$25.00
				Balance Due: \$25.00

[Click Here to Checkout Now](#) [Register Another Individual for the Same Course](#) [Click Here to See A List of Courses](#)

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STEP 8: Once you click the checkout button, you will see a payment screen. Follow the directions on the screen.




Thank you!

We appreciate your registration. If you would like to look for additional professional learning opportunities [\[Click HERE\]](#)



Name	Event	Status	Balance
[Redacted] Walma	8/10/2017 - MERT CPR Certification (17PD0810A)	Pending - Confirmed	\$25.00
			Balance Due: \$25.00

Pay with Credit Card

Card Type
[Visa]   

Credit Card Number [] Expiration Date [01] [2017] First Name [] Last Name []

[Click Here to Process Credit Card](#)

Additional Payment Options

Invoice District-not for online courses
 Purchase Order: []

[Click Here to Complete Checkout Using Additional Options Above](#)



STEP 9: You will see a Thank You Screen with your receipt. You will also receive an email confirming your enrollment. If you do not get an email confirmation within 30 minutes of registering, please contact the pduh@kentisd.org or 616-365-2235. [Click here to review our cancellation policy.](#)

Thank you!

We appreciate your registration. If you would like to look for additional professional learning opportunities [\[Click HERE\]](#)



STATEMENT				
Date	Description	Event	Status	Total
6/22/2017	Registration - [Redacted] Walma	8/10/2017 - MERT CPR Certification (17PD0810A)	Confirmed	
	MERT CPR Certification			\$25.00
			Registration Total:	\$25.00
			Statement Balance:	\$25.00