

## Directions for registration with for Polk County employees

For **Employees of Polk County School Board** to register for all FDLRS classes you must use the Professional Development System Scheduler found on the Internet. You must first know your SAP ID number located on the top right hand corner of your paycheck. It starts with 0. You must also have an active email account. You may obtain a free account by going to [www.hotmail.com](http://www.hotmail.com) and registering for a free email account.

1. Open the Internet.
2. Click on the address bar and type <http://pds.polk-fl.net/login.asp> then press the enter key.
3. Type in your SAP ID (upper right corner of paycheck 8 digits starting with 0) and the last 4 digits of your social security number then click on login.
4. Click on the down arrow below category and select FDLRS.
5. Click GO.
6. Click on the desired track (ex. Technology, Instructional Strategies, Paraprofessional, Substitute or ESE Summer Institute)
7. Click on the desired module to see specific class descriptions. If this description is not something you are interested in click on the back button on the top tool bar and click another module.
8. Click on "When and where can I take this class"
9. Click on "Register me for class"
10. You must fill in your email.
11. Click on "Process Registration"