

Department of Professional Development On-line Catalog Registration Procedures

(Name of Meeting)

- Log on to www.bcps.org
- Look to the left and click on *Offices*.
- Scroll down and click on *Professional Development, Department of*.
- Look to the right for the box that says *Register Now!* and click on the words *Continuing Professional Development Courses*.
- Scroll down, enter your **BCPS e-mail address and BCPS e-mail password**. Use the drop-down menu to select the Workshops & Meetings – Registration catalog.
- Click on *Log In*.
- BCPS employees who do not know their email addresses or passwords? Please contact the Customer Support Center at x4672.
- Once you have accessed your *User Profile* (the page with your name), look to the left for the menu bar. Click on *Catalog*.
- Scroll down to the bold heading “**(your office) Workshops & Meetings**” to see available workshops. Click on “**(name of workshop or meeting)**.”
- Scroll down to view the section(s). Click on the *Register* button next to the section you wish to attend.
- After you click on the *Register* button, you will see your *User Profile* page again. Scroll down and you will be able to verify that you have registered correctly.
- If you need assistance with these procedures you may contact the Department of Professional Development at 410-887-6400.