



Professional Development (For Teachers)

To Log-In:

Under the “Staff” page located at LPSB.org, select **TalentEd Professional Development**

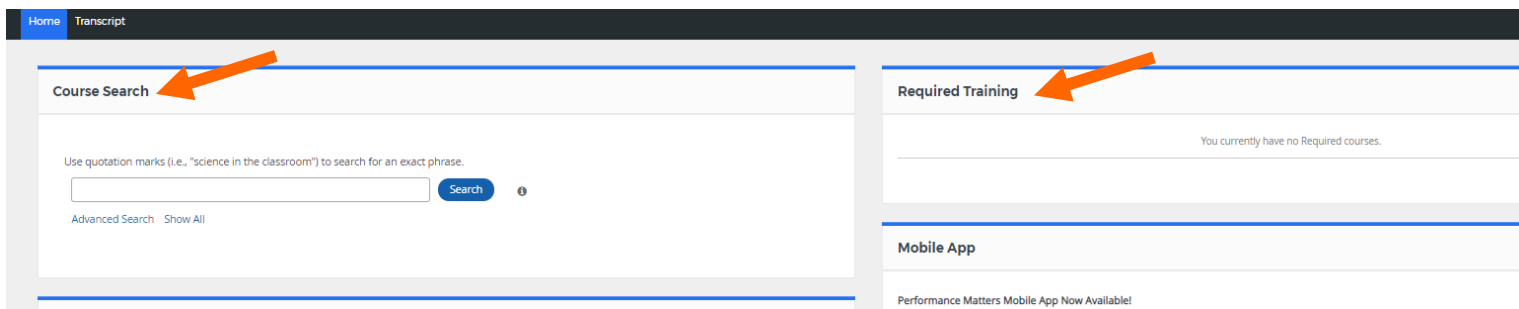
The very first time logging in, select “forgot my password” and set it to the same password as TED.

UserName: LPSB E-mail

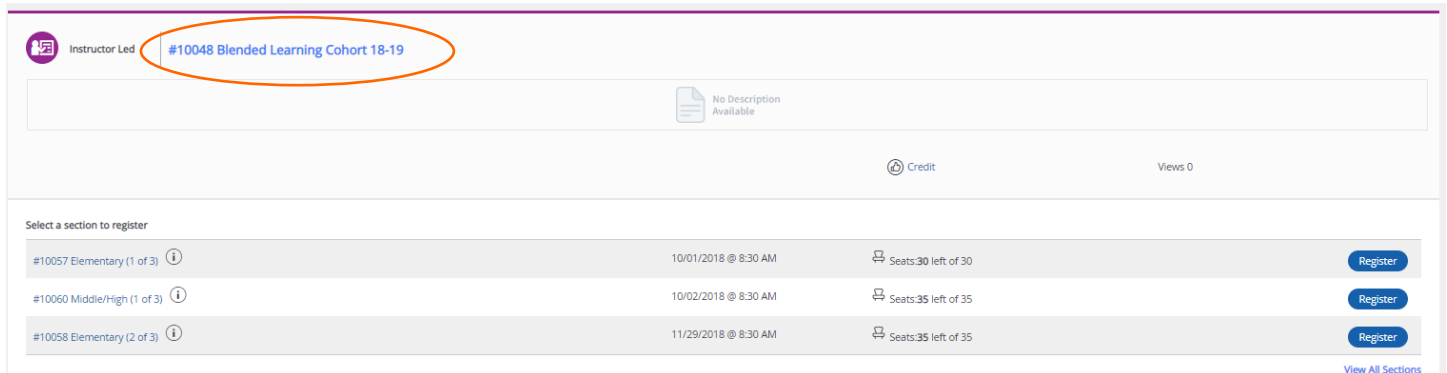
Password: Same as TED

To Enroll in a Course:

From the dashboard, find the course in which you are looking to enroll via the Course Search function or under your Required/Recommended Training

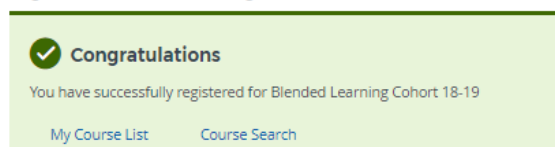


Select the course by clicking on the Course Title (the course will only show three sections, by clicking on the course itself, you will be able to see all available sections)



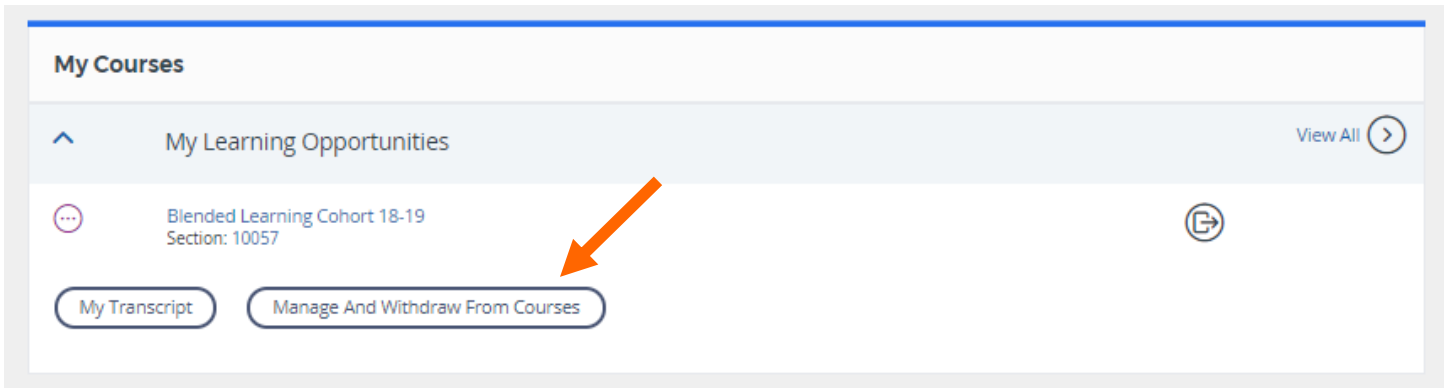
Click “Register” next to the section you want to attend, verify the information, then select “next”:

Register for Blended Learning Cohort 18-19

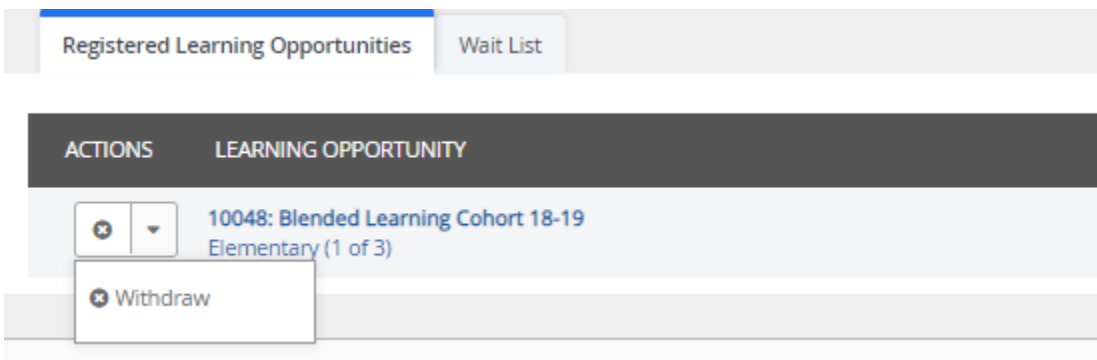


To Cancel Your Enrollment in a Course:

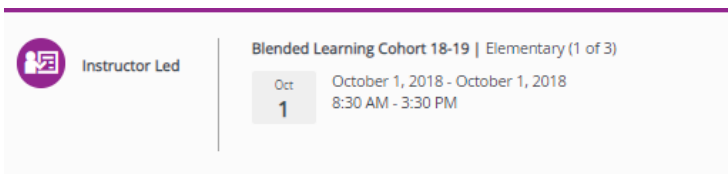
On the Dashboard, scroll down to “My Courses” and select “Manage or Withdraw from Courses”:



Under “ACTIONS” select the down arrow next to the course from which you are wanting to withdraw, and select “Withdraw”:



Confirm that you wish to withdraw from the course to complete withdrawal process:



Please confirm that you wish to withdraw from the following course.

[Withdraw](#) [Cancel](#)



It is important to withdraw from courses you do not plan to attend in order to allow those on the waiting list an opportunity to attend as well as to give presenters an appropriate count of participants.