

June 1, 2015

As you know, OSDE and PCG will utilize the “Train the Trainer” model to roll-out OK EdPlan™. One representative assigned as the “District EdPlan™ **Trainer/Expert**” should sign up to attend the full day training session (accommodations will be made for larger districts).

The RegisterMe site is now open for you to register for the “OK EdPlan Phase II: Hands-On: Train-the-Trainer” sessions. To register for your session, please click the following link <https://registration.pcgeducation.com/> and follow these instructions (don't forget to save this site in your favorites for future reference):

FIRST TIME USERS ONLY

1. Click <https://registration.pcgeducation.com/>
2. Click ‘Create new account’ (you will only have to do this the first time).
3. Complete all the necessary fields,:
 - a) Select **Oklahoma** from the ‘State’ drop-down,
 - b) Locate your district name and training region from the drop-down,
 - c) Verify user’s district code (only option),
 - d) Click ‘Save’ at the bottom of the page.
4. Then, you will be able to log in using your newly created user name and password.
5. Once you are in the site, click ‘Class Registration’.
6. You will see the classes that are available in your training region.
7. Click ‘Register’ next to the session you wish to attend. If there is no “Register” button, this means the class is unavailable (most likely full, as indicated in the “Status” column).
8. The system will ask you to confirm – click ‘OK’.
9. You will receive a confirmation email with your registration information.

PREVIOUS USERS

1. Click <https://registration.pcgeducation.com/>
2. Log in using your previously created user name and password.
If you have forgotten your password, you must use the ‘Forgot your password?’ link on the log in page.
3. From the home page, click “My Info” and update all of the necessary fields:
 - a) **Oklahoma** is already selected for you,
 - b) Locate your district name and training region from the drop-down,
 - c) Verify user’s district code (only option),
 - d) Click ‘Save’ at the bottom of the page.
4. Once you have updated your personal information, click ‘Class Registration’.
5. You will see the classes that are available in your training region.
6. Click ‘Register’ next to the session you wish to attend. If there is no “Register” button, this means the class is unavailable (most likely full, as indicated in the “Status” column).
7. The system will ask you to confirm – click ‘OK’.
8. You will receive a confirmation email with your registration information.

We have also attached a more detailed set of instructions specific to Oklahoma in case you need additional support for registration. Additional information regarding the training agenda and support will be released in the June District Monthly EdPlan Memo.

Please let us know if you need help or have any questions by emailing the OK EdPlan™ training team at OKEdPlan@pcgus.com for assistance.

