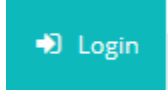




1. Go to www.papdregistry.org.
2. Click 'Login' in the top right corner.



3. Enter your email address and password, then click 'Login'.

Email address

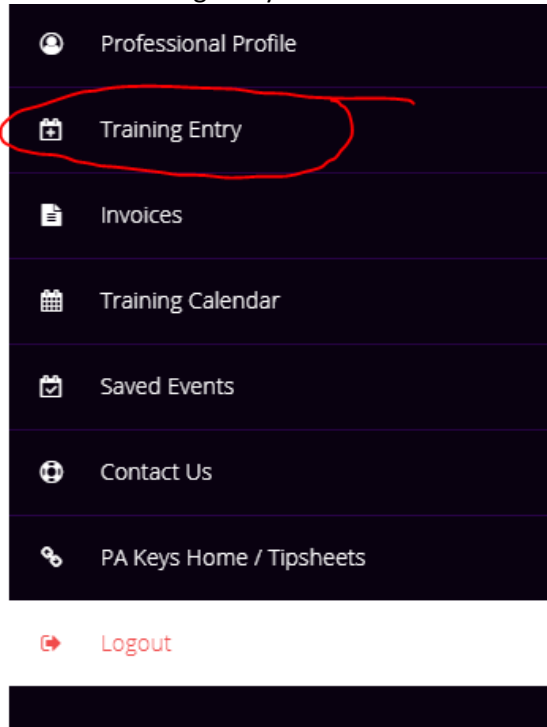
Password

Remember me

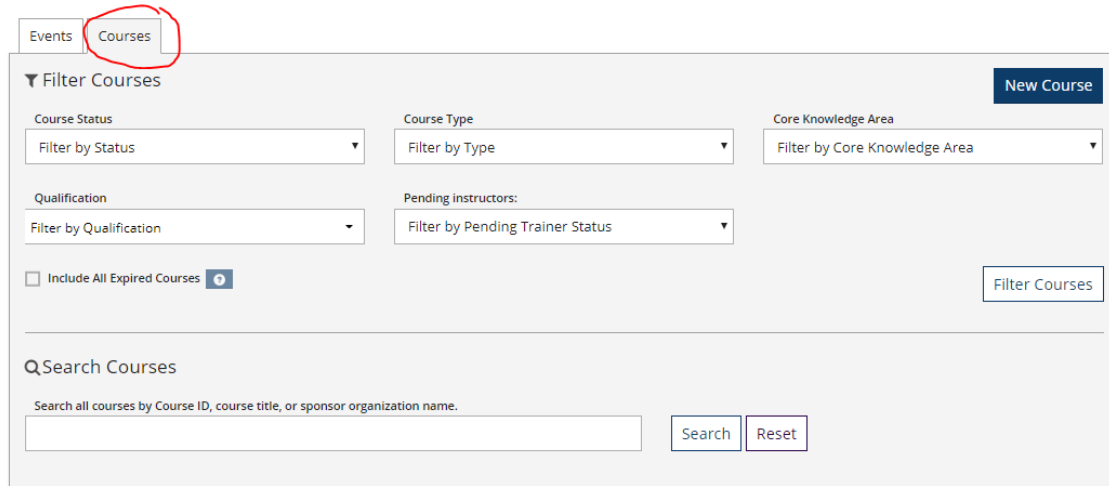
[Login](#)

[Forgot Password?](#) [Create Account](#)

4. Click on 'Training Entry' on the left-hand menu



5. Click on the Courses tab (the system always defaults to the Events tab)
Training Entry



Events Courses

Filter Courses

Course Status: Filter by Status

Course Type: Filter by Type

Core Knowledge Area: Filter by Core Knowledge Area

Qualification: Filter by Qualification

Pending instructors: Filter by Pending Trainer Status

Include All Expired Courses

Filter Courses

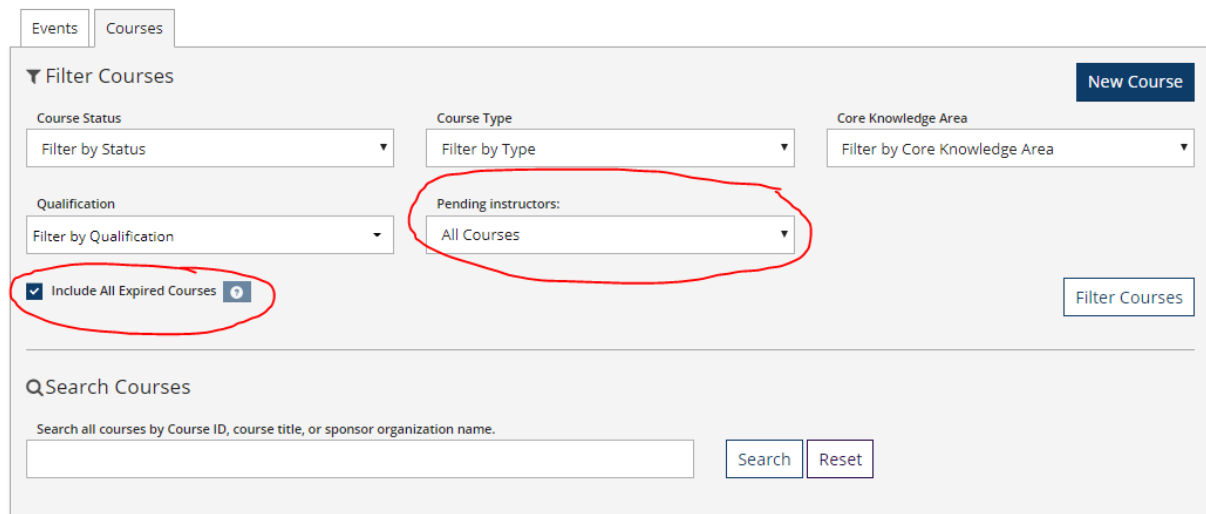
Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

Search Reset

6. When filtering your courses, make sure you check the box, 'Include All Expired Courses' and select 'All Courses' in the Pending Instructors dropdown.

Training Entry



Events Courses

Filter Courses

Course Status: Filter by Status

Course Type: Filter by Type

Core Knowledge Area: Filter by Core Knowledge Area

Qualification: Filter by Qualification

Pending instructors: All Courses

Include All Expired Courses

Filter Courses

Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

Search Reset



7. All your courses will show up below the search.

Q Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

Below is a list of the courses for which you are the owner or have permission to schedule. Click on a course title to review approval status.

Click on the Events Tab above for the courses you own or those where you appear on the authorized instructors list.

8. Please renew the courses that are owned by you. Below is the link to the tipsheet on How to Renew a Course.
<http://www.pakeys.org/wp-content/uploads/2018/03/Renewing-a-Course.pdf>