HOW TO FIND PROFESSIONAL DEVELOPMENT AND REGISTER

1. Go to www.pakeys.org.

2. Click the green PD Registry box on the home page.

3. Click 'Login' in the top right corner.

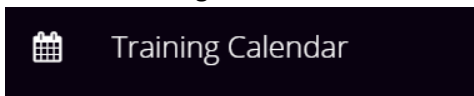4. Enter your email address and password, then click 'Login'.

Email address

Password

Remember me

Login

Forgot Password?   Create Account

5. Click on 'Training Calendar' on the left -hand menu.

📅 Training Calendar

6. Search by different filters on this page. Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom).

NOTE: Searching without criteria will display all events starting on or after **2/5/2018**.

Keywords

City

County

-- Select County --

From Date

2/5/2018

To Date

Core Knowledge Area

All
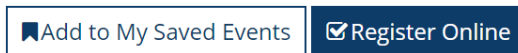
CDA Content Areas

All

Level

All

Training Language

All

Include the following course types

☑ Classroom
☑ Blended - Online and Classroom
☑ Online Self-Paced

7. Click 'Locate Events'.

Locate Events

8. Locate the event that you want to register for. Click on **Register Online** on the bottom right of the event.

🔖 Add to My Saved Events ☑ Register Online

9. Scroll down and select 'Register Myself' or 'Register My Staff'. A director may register themselves and their staff at the same time.

● Register Myself ○ Register Staff

10. Add information in the Attendee Details section and accept the terms and conditions.

Terms and Conditions

of the Minnesota Quality Improvement and Registry Tool or related products and services (or any portion thereof).

6. Indemnification

You agree to indemnify and hold the Minnesota Department of Human Services and its subsidiaries, affiliates, officers, agents, co-branders or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of information you submit, post, transmit or make available through the Services, your use of our services, your connection to the services, your violation of the TOS, or your violation of any rights of another.

☐ I agree to the registration terms and conditions

11. If the event is free, click 'Complete Registration'. Go to Step 12 if there is a fee for the event.
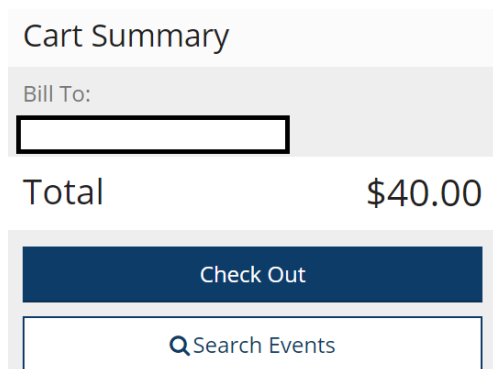
> **Complete Registration**

12. Click 'Add Event to Cart' (You will see this option if there is a fee for the event).

> **🛒Add Event to Cart**

13. Scroll down to click 'View Cart' on the right of the page.

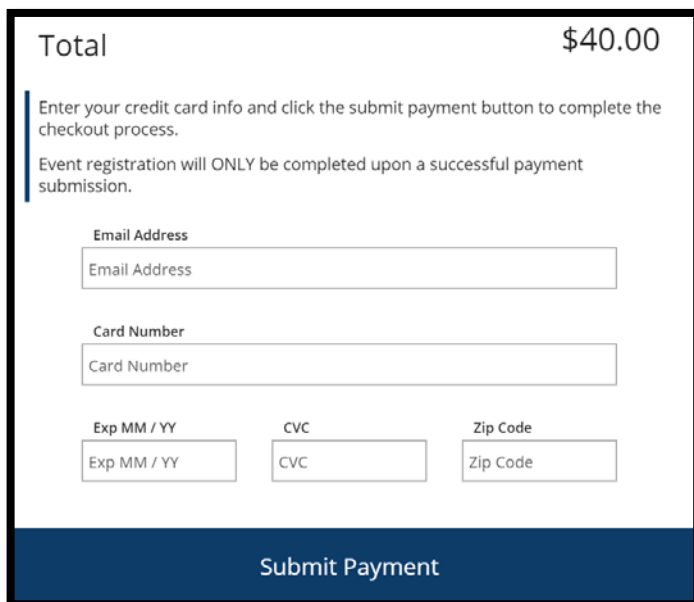> **🛒View Cart**

14. Click 'Check Out'.

> ## Cart Summary
>
> Bill To:
>
> | | |
> |---|---|
> | Total | $40.00 |
>
> **Check Out**
>
> 🔍 Search Events

15. Enter your email and card information. Click 'Submit Payment'.

> | Total | $40.00 |
> |---|---|
>
> Enter your credit card info and click the submit payment button to complete the checkout process.
>
> Event registration will ONLY be completed upon a successful payment submission.
>
> **Email Address**
> Email Address
>
> **Card Number**
> Card Number
>
> **Exp MM / YY**   **CVC**   **Zip Code**
> Exp MM / YY   CVC   Zip Code
>
> **Submit Payment**

16. You will receive a confirmation email for registering.

17. Once you attend the event and the instructor marks you as attending, you will see this event under your My PD Tab once you are logged in.

My Individual Profile

| Summary | Personal | Education | Employment | My PD | Professional | Reports |