

Login Information

PLEASE READ THE LOGIN INSTRUCTIONS BELOW BEFORE YOU ATTEMPT TO LOGIN.

- Please note that your username is **NOT** your CPS username.
- If you were not an active user in the telephone registration system, you may not have a user account in MyPD. Please call us at 475.4100 to set up your account.
- Please be sure to enter a valid e-mail address. If using your CPS e-mail address, please be sure the domain name is either @cpsboe.k12.oh.us OR @cps-k12.org. These are the only valid domain names. Your name is typically (but not always) the first 6 letters of your last name + the first initial of your first name.

Example: johnsob@cpsboe.k12.oh.us OR johnsob@cps-k12.org.

MyPD Login Screen

Before you login for the first time:

- Click on **System Requirements** to make sure your operating system and internet browser meet the system requirements.
- Make sure your browser is set to allow pop-up windows.
- More detailed user instructions can be accessed by clicking on the **User's Guide** link.



TO LOGIN:

1. Type in your **Username** in the Username field.
 - Your Username is your first initial + the first 5 letters of your last name + the last 4 digits of your social security number. This will ensure that your username is unique in the system. Your Username will not print on any documents.
 - For example, if your name is Beth Johnson and the last 4 digits of your SSN are 1234, then your Username is **bjohns1234**.
 - Please note that this is a case-sensitive field and is entered in all lower case.
2. Tab to the Password field.
 - The first time you login, the temporary password is **mayerson** in lower case.
 - Click the Login button.

Personal and User Information

After logging in for the first time, the **Personal and User Information** screen will appear.

- You must enter a valid e-mail address in the required E-mail field before your login is complete.** ALL communication regarding your registration status is conveyed by e-mail, so this is a critical field to complete.
- Please enter a new password on this screen.
 - Type in a new password. Type the same password again for verification.
 - Type in a reminder hint. If you forget your password and the reminder hint does not help, an email with your password will be sent to you.

This will now be your Username and Password each time you login to the MyPD system.

- You may also update any other personal information that may be incomplete or inaccurate.
- Please click on the **Submit** button at the bottom of the screen, even if you do not make any changes.

Personal Information

First Name *	Beth	
Middle Initial		
Last Name *	Johnson	
E-mail *	wice.toni@mayersonacademy.org	
Grade *	Pre-K K 1 2	To select multiple entries, hold down
Subject	Art Computer Dance Early Childhood	
Participant Type	Teacher	
Participant ID	MA9999	
Payroll ID	1210	
Worksite *	Mayerson Academy	
Address *	123 Main St.	
Address2		
City *	Anywhere	
State *	OH	
Zip Code *	45212	

Worksite	Mayerson Academy
Address *	123 Main St.
Address2	
City *	Anywhere
State *	OH
Zip Code *	45212
Home Phone *	(513) 555 - 5555 (ext)
Work Phone *	(513) 000 - 0000 (ext)
Other Phone	() - (ext)

User Information

Username *	biohns1234
Password	
Password Confirmation	
Password Reminder	mayerson <small>Please enter a password hint.</small>
Submit	

Welcome Information

Welcome / Class Portfolio Screen



The **Welcome/Class Portfolio** screen is the main navigational screen where you can:

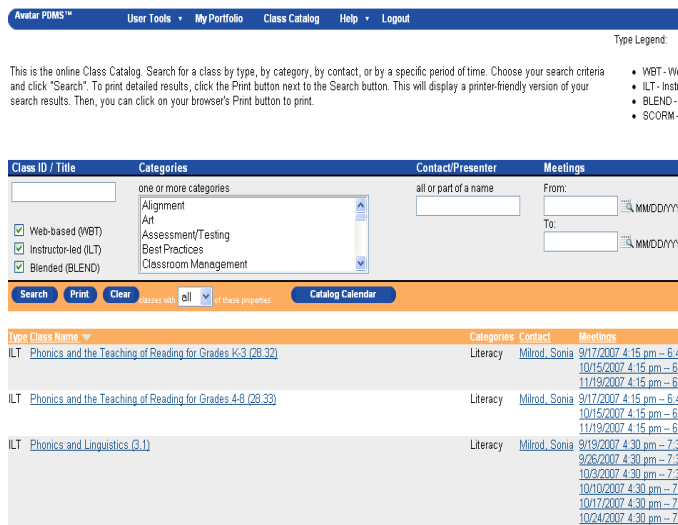
1. view your **Portfolio** – a listing of classes for which you have registered
2. view the **Class Catalog** – to see ALL the classes available for registration
3. view your **Transcript** – a history of Mayerson Academy classes you have attended in the past
4. view your **Calendar** – a calendar view of classes for which you are currently registered

How To Register For A Class

Registering for classes in **MyPD** is simple and can be completed in a few clicks of the mouse.

- Click on the **Class Catalog** button in the top menu bar (#2 in the example above.)
- The **Class Catalog** screen appears.

Class Catalog Screen



- Scroll through the list of available classes.
- Click on the name of the class for which you would like to register.
- The **Class Catalog Details** screen appears showing the class description, meeting dates and times, registration details, types and amounts of class credits available, etc.

Class Catalog Details Screen

The screenshot shows the user interface for the class catalog. At the top, there is a navigation bar with 'Avatar PDMS™', 'User Tools', 'My Portfolio', 'Class Catalog', 'Help', and 'Logout'. Below this, a message states 'You may register for this class.' and a 'Register' button is visible. The main content area displays details for the course 'Phonics and the Teaching of Reading for Grades K-3 (28.32)'. The details include:

- Course Introduction:** This course was developed in response to popular demand and is targeted to teachers who completed the course, "How Do Children Learn To Read? Phonics and the Teaching of Reading" during the summer of 2007.
- Course Overview:** This 3-session course will provide the additional practice sound/symbol correspondence and strategies to teach the phonological structure of English.
- Class Notes:** This course is for all K-3 teachers who participated in the summer 2007 course, "How Do Children Learn To Read? Phonics and the Teaching of Reading."
- Course Name:** Phonics and the Teaching of Reading
- Prerequisites:** None
- Course Type:** ILT
- Prerequisite Notes:** "How Do Children Learn To Read: Phonics and the Teaching of Reading"
- Categories:** Literacy
- Stipend:** N/A
- Credits:** 0e: 0.0
- Total Seats:** 100
- Certificate of Completion:** 7.5
- Registered Participants:** 0
- Contact:** [Mirosl, Sonia](#)
- Open Seats:** 100
- Contact Phone:** (513) 475-4100
- People on Waiting List:** 0
- Facility:** Mayerson Academy
- Final Notification Date:** 9/16/2007
- Meeting Dates:** 9/17/2007 4:15 pm - 6:45 pm, 10/15/2007 4:15 pm - 6:45 pm, 11/19/2007 4:15 pm - 6:45 pm
- Registration Begins:** 8/13/2007
- Registration Ends:** 9/18/2007
- Price:** N/A
- Participants:** Teachers
- Payment Methods:** None
- Presenter:**

At the bottom of the screen, there are buttons for 'Register', 'Block Register', and 'Download Date'.

- A message above the **Class Catalog Details** screen will indicate if you are eligible to register for the class.
- To register for the class, click on the **REGISTER** button.
- If you have successfully registered, you will receive a "Registration Complete" message. You will also receive an immediate e-mail confirmation.
- If the class is full, you will receive a message that you are on the waiting list. You will then receive an e-mail confirming your waiting status.
- To return to your **Welcome/Class Portfolio** page, click on My Portfolio in the menu bar at the top of the screen.

Help

- For detailed **HELP**: Click on the **User Tools** drop-down menu and scroll to the **HELP** option. This screen will answer many of your questions.
- A more detailed User's Guide is also accessible from a link on the **LOGIN** screen.

Exit from MyPD

- To Exit the MyPD website or to return to the **LOGIN** screen: Click on the **LOGOUT** button.

For additional assistance with MyPD,
please contact the Mayerson Academy at 513.475.4100.