

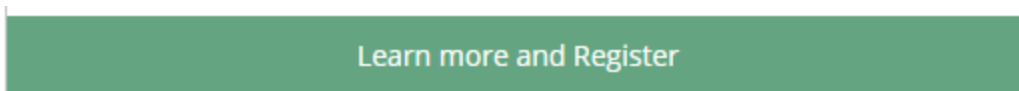
# FDLRS Action / FIN Resource Center

## How to Register for a Course - New Account

1. Go to <http://bit.ly/FDLRSActionCourses>

The screenshot shows the 'Professional Development Registration System' interface. At the top, there is a navigation bar with links for 'All Courses', 'Assistive Technology', 'Behavior', 'Florida Inclusion Network (FIN)', 'Lake County Courses', 'Orange County Courses', 'Seminole County Courses', 'Strategic Instruction Model (SIM)', and 'Virtual Courses'. Below the navigation bar, the 'All Courses' section is displayed. It features a grid of course cards. Each card includes the date, course title, time, and location. For example, one card for August 3, 2021, is titled 'Collaborative Teaching & Planning (Orange County Only)' and is held at Clay Springs Elementary School. Another card for August 4, 2021, is titled 'Collaborative Teaching & Planning (Lake County Only)' and is held at Mt. Dora Middle School. A third card for August 4, 2021, is titled 'Developing Data Driven Individual Education Plan (IEP) Goals' and is held by FDLRS Action. A fourth card for August 4, 2021, is titled 'Language Matters: Developing a Growth Mindset (Lake County Only)' and is held by FDLRS Action. A fifth card for August 24, 2021, is titled 'Establishing Procedures & Routines with CHAMPS' and is held by FDLRS Action. A sixth card for September 8, 2021, is titled 'Establishing Procedures & Routines with CHAMPS' and is held by FDLRS Action. Each card has a 'Learn more and Register' button at the bottom.

2. Scroll through the list of course and then click on the “Learn More and Register” button

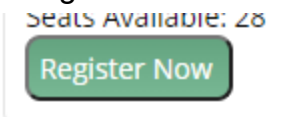


3. The event page will be displayed with all the information you need to know about the course. Please pay attention to the right hand side of the page. This is where we will let you know if the course is for a restrictive group

**This Course is for  
Lake County Educators**



4. To register for the course click the “Register” button.



5. You will see the following screen

Login ID/Email Address

Password

Click Here to Login

Forgot your Login ID and/or Password?

Create a New Account

6. Click the “Create a New Account” button

Create a New Account

7. The following screen will be displayed. You must complete the form and digitally sign the Professional Learning Agreement. We would prefer you use your work email address.

**Password Requirements**  
Password must be at least eight characters/numbers  
Password may not contain the word "Password".  
Password may not be the same as the Login ID.  
Quotations cannot be used in your password.  
Password must contain at least 1 letter and 1 number.

**Event Name:** SIM Word Mapping Strategy - Lake County

\*First Name:

\*Last Name:

\*New Password:

\*Retype Password:

\*Email Address:

\*Retype Email Address:

\*District / County:

\*Employment Status:

\*Position:

\*Work Location:

\*Cell Phone Number:

\*Work Phone Number:

\*Employee ID Number (Public and Charter School Employees Only, All other please enter N/A):

\*ESE Certification on Teaching Certificate:  Yes  
 No

\*You must read and sign the Professional Learning agreement: [Click here to sign](#)

Submit Registration Cancel

8. Once you have completed the form click the “Submit Registration” button. This will create your account and the following screen will be displayed

Options	Name	Events	Status
<a href="#">Edit</a> <a href="#">Cancel</a>	Bob Ross	10/19/2021 - SIM Word Mapping Strategy - Lake County (2022113)	Pending - Confirmed

Click Here to Checkout Now

Click Here to See A List of Events

9. You are not registered at this point, just your account is created and the course is in your cart. You must click the “Click Here to Checkout Now” button to complete your registration. The following screen will appear

Thank you for your business!

STATEMENT

Date	Description	Event	Status
9/21/2021	Registration - Bob Ross	10/19/2021 - SIM Word Mapping Strategy - Lake County (2022113)	Confirmed

10. At this point you are fully registered for the course and will be receiving a confirmation email within the next 30 plus minutes.