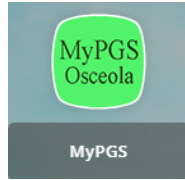


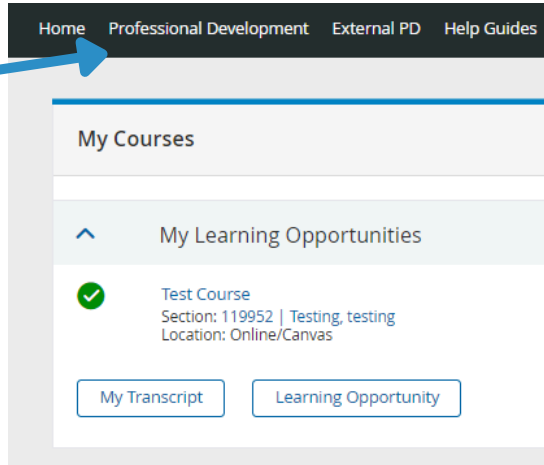
MyPGS Help Guide

Register for a Course

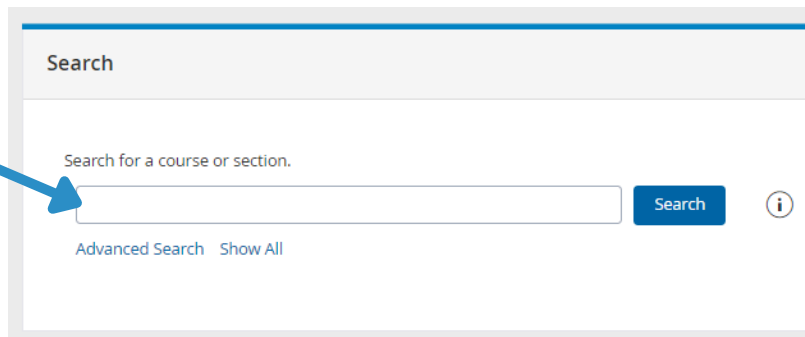
1. Log into ClassLink and click on the MyPGS Osceola Icon.



2. Click on the "Professional Development"

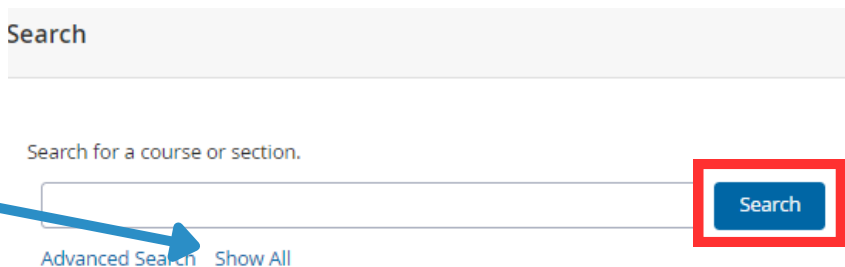


3. Use the Search Section.

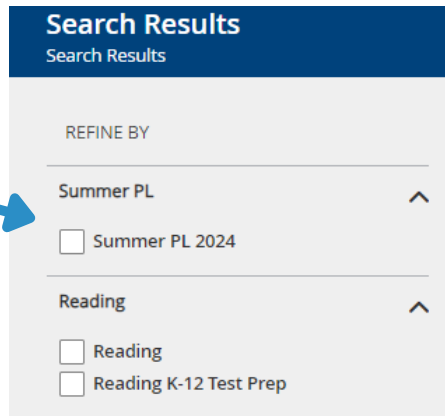


4. Two ways to find courses.

a. Type the course or section number, then click "Search" or click "Show All".

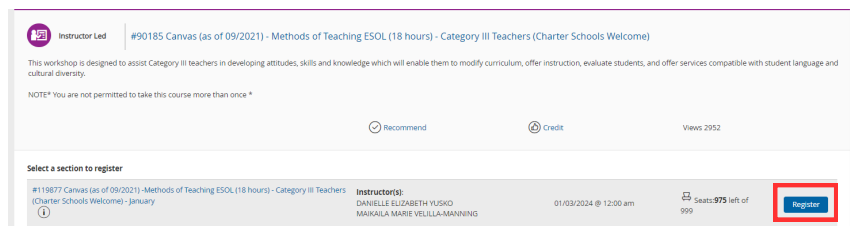


b. Optional: Click the box to narrow down courses by a specific tag.



The screenshot shows a sidebar titled "Search Results" with a sub-header "Search Results". Under the heading "REFINE BY", there are two sections. The first section is "Summer PL" with an upward arrow icon and a checkbox next to "Summer PL 2024". The second section is "Reading" with an upward arrow icon and two checkboxes: "Reading" and "Reading K-12 Test Prep". A blue arrow points from the text on the left to the "Summer PL 2024" checkbox.

5. To attend click “Register”.



The screenshot shows a course registration page. At the top, it says "Instructor Led" and "#90185 Canvas (as of 09/2021) - Methods of Teaching ESOL (18 hours) - Category III Teachers (Charter Schools Welcome)". Below this is a description: "This workshop is designed to assist Category III teachers in developing attitudes, skills and knowledge which will enable them to modify curriculum, offer instruction, evaluate students, and offer services compatible with student language and cultural diversity." There is also a note: "NOTE* You are not permitted to take this course more than once *". Below the note are three icons: "Recommend", "Credit", and "Views 2952". At the bottom, there is a section titled "Select a section to register" with a table of course sections. The table has columns for "Section", "Instructor(s)", "Start Date", and "Seats". The first row shows "#119877 Canvas (as of 09/2021) - Methods of Teaching ESOL (18 hours) - Category III Teachers (Charter Schools Welcome) - January" with instructors "DANIELLE ELIZABETH YUSKO" and "MAKALA MARIE VEULLA-MANNING", a start date of "01/03/2024 @ 12:00 am", and "Seats: 975 left of 999". A red box highlights the "Register" button in the bottom right corner of the table.

Important Tip:

You cannot register if the class is “Full”, however, some courses offer a waitlist. If the course provides a waitlist and a participant cancels, the person at the top of the waitlist automatically fills the seat. You will receive an MYPGS system email if you are moved from a waitlist into a course.