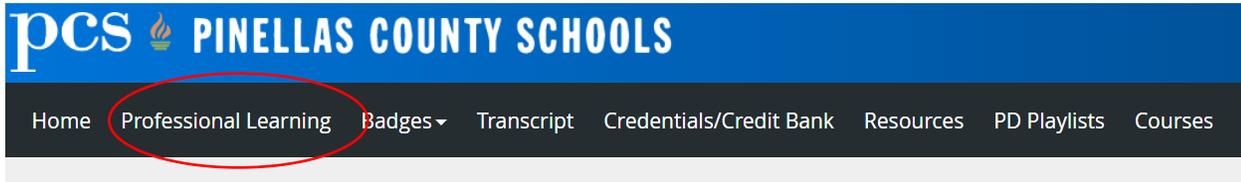
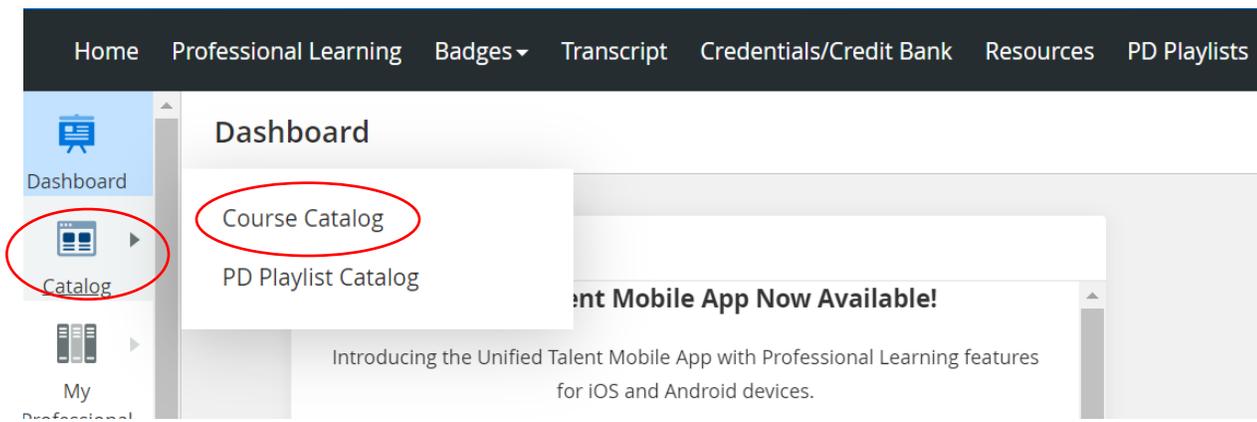


## How to Search for Courses in PLN

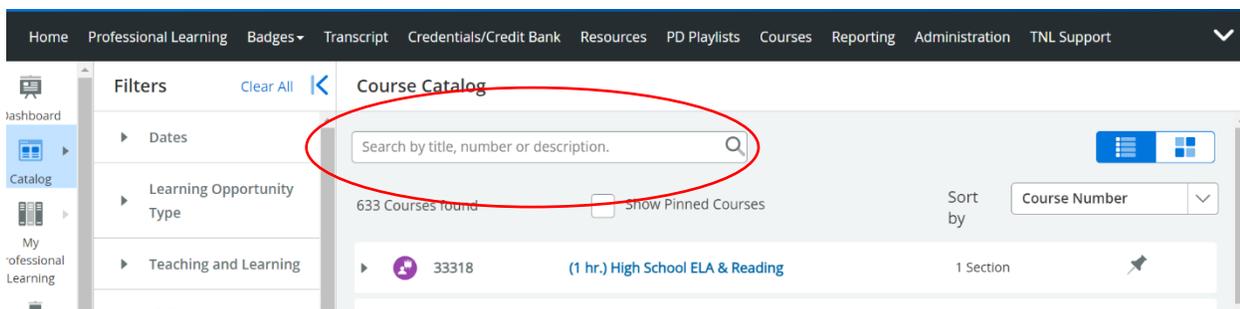
1. Click on the Professional Learning tab (black bar on the top)



2. This will take you to the dashboard on the left side.
3. Click on the Catalog button, then the Course Catalog button.



4. This will take you to the Course Catalog (a list of all courses associated with the information you typed in the search box).
5. In the search bar, type in any information you know about the course such as the course name, course number, or section number and click search icon or click enter.



6. This will pull up any courses associated with your search parameters. Find the course you are looking for. To find specific sessions, click the arrow next to the purple circle icon. Doing so will show all dates available and the registration status of each.

**Course Catalog**

Dashboard  
Catalog  
My Professional Learning

Course ID	Section Title	Instructor(s)	Class Time	Seats	Buttons
33610	COD Orientation			4 Sections	
	Orientation for those support services employees interested in the Certificate of Distinction program. Orientation will include SMART goal setting and program requirements to earn 65 points towards completion.				
	COD I Orientation - January 20, 2025	CASSANDRA A VENTURA, LISA BRACKNEY	01/20/2025 @ 8:30 AM	Full	Join Waitlist
129477	COD I Orientation - February 17, 2025	CASSANDRA A VENTURA, LISA BRACKNEY	02/17/2025 @ 8:30 AM	Seats: 1 left of 30	Register
129478					

7. Once you find the session you want to register for, click on the blue register button.

### Course Catalog

129480	COD I Orientation - April 21, 2025	CASSANDRA A VENTURA, LISA BRACKNEY	04/21/2025 @ 8:30 AM	Seats: 25 left of 30	Register
129481	COD I Orientation - June 2, 2025	CASSANDRA A VENTURA, LISA BRACKNEY		Seats: 30 left of 30	Register

8. Read through the registration information and click Next if you want to continue.

Home Professional Learning Badges Transcript Credentials/Credit Bank Resources PD Playlists Courses Reporting Administration TNL Support

**Course Catalog** Register: 33610 | COD Orientation  
129480 | COD I Orientation - April 21, 2025

**Course and Credits**

- Course and Credits
- Final

**Course Information**

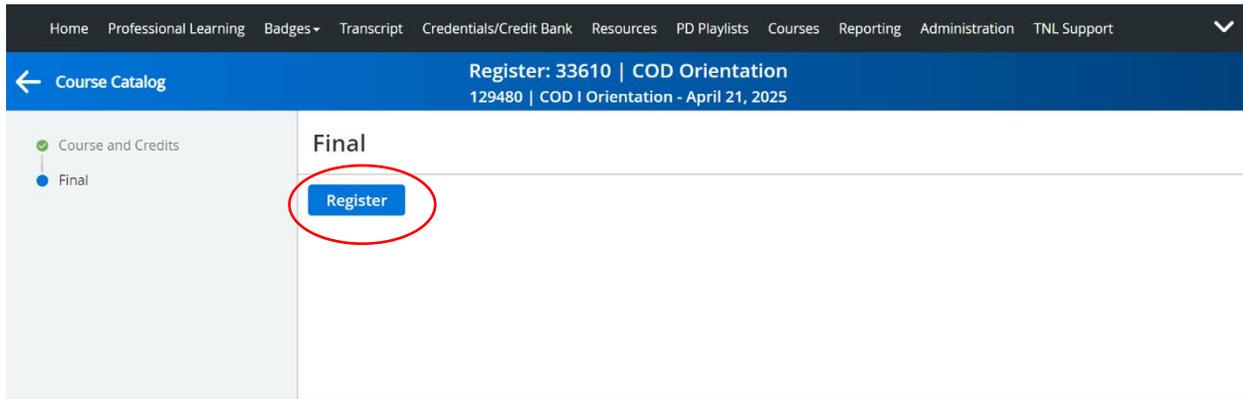
**Credits**

Select credits you plan to receive for this course.

Non-Certification Hours

Cancel Next

9. Now, to complete the registration process, click register.



10. Once, the registration process is complete, you will see a successful registration message.

