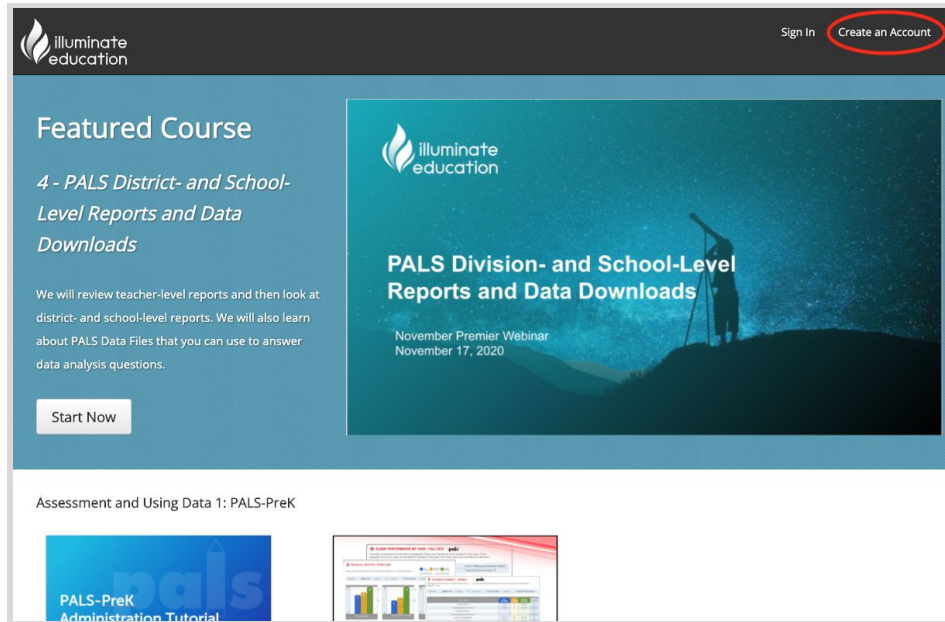


Instructions for Creating a PALS PD Site Account

If you are part of a PALS Premier school district, you have access to our online professional development library of literacy courses and tutorials at palspd.ioeducation.com!

Step 1. Visit palspd.ioeducation.com and click on *Create an Account* in the upper righthand corner.



Step 2. Enter the following information:

- **Your email address** (Use the same email here that you use for your PALS Online account, at palsk8.com.)
- **Your first and last name**
- **Your district's registration code**
Ask your PALS District Representative for the registration code that was emailed to her/him when your district's account was activated for this school year.
Click Save to create your account.

Create an Account

Please complete the form including your organization provided registration code.

Email

Use your school issued email address.

First name

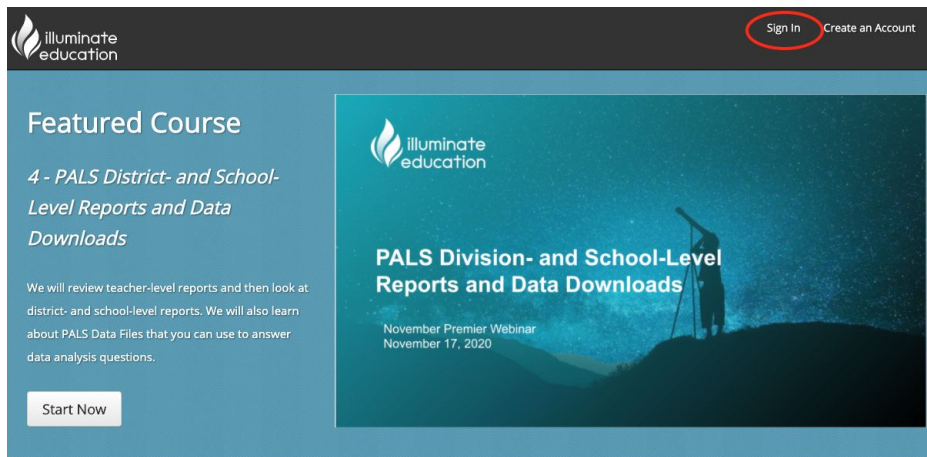
Last name

Registration code

Save

Step 3. Click on *Sign In*.

- If you have already logged into your PALS Online account (at palsk8.com), enter the same email and the same password associated with that account.
- If you have a PALS Online account (at palsk8.com) but have not yet created your password, you will need to do that first.
 - Use the link in the email you were sent to create that password, or simply go to palsk8.com, click on the *Forgot Password* button, and enter your email address. Look for an email from donotreply@casenex.com with a password link. Follow the instructions to create your password.
 - Once you have created that password and logged into palsk8.com, return to the PD site and sign in.



Step 4. Find the course you'd like to view, and click on it.



Step 5. Click on *Enroll*.

The screenshot shows the top navigation bar with the 'illuminate education' logo and user information: 'Admin', 'Dashboard', 'Jillian Smoller - Illuminate Education', and 'Sign out'. The main heading is '4 - PALS District- and School-Level Reports and Data Downloads' with a sub-heading 'Enrollment Details'. Below the heading is a large blue banner with the course title and 'November Premier Webinar November 17, 2020'. To the right, under 'Want to Take this Course?', there is a green 'Enroll' button circled in red. Below the banner is the 'Course Description' section.

Step 6. View the course materials by clicking on the links provided on the course page.

The screenshot shows the course page for 'Concept of Word in Text'. On the left, there is a 'Course Description' section with a photo of a child holding a sign that says 'Concept of Word in Text'. On the right, there is a 'You've Completed' section showing '0.0%' and a green 'Start the course' button. Below that is a 'Course Materials' section circled in red, listing various resources like 'Directions for Determining Students' COW Stages' and 'References for Concept of Word Course'.

Step 7. Click *Start the Course* and view the modules!

This screenshot is identical to the previous one, showing the 'Concept of Word in Text' course page. The 'Start the course' button in the 'You've Completed' section is circled in red, indicating the next step in the process.