

ENROLLING & REGISTERING IN ePDC

Step #1 – Enrolling in ePDC

- Go to the PAEC website – www.paec.org
- Click on the ePDC tab and select ‘Create an account’.
- Enter your name in the appropriate boxes. Boxes marked with an asterisk (*) are required information. You will not be added to the database unless these areas are complete.
- Enter your email and create a password of at least 8 characters. Good password protocol suggests a combination of upper and lower case letters and numbers
- Select desired state from the drop-down box.
- If you selected Florida, select your school district from the drop-down box.
- *If your district is a member of PAEC*, select your school from the drop-down box.
- *If your district is a member of PAEC*, select job class from the drop-down box.
- *If your district is a member of PAEC*, select job title from the drop-down box.
- Enter your first name, last name and email address.
- Click **submit**. (You will receive confirmation by e-mail within 24 hours. You must click the link provided in the confirmation email to activate your account.)

Step #2 – Registering for a Professional Development Activity

- Go to the PAEC website and log in. – www.paec.org.
- Click on the ePDC tab.
- From the box on the screen, select ‘**Course Offerings.**’
- A variety of search options will be made available for you. You may search by Start and End Date; Format; Audience Level; Reading Endorsement Competencies; Open Search.
- Click ‘**Register**’ once you have found your course.
- Read the ePDC course policies and select the ‘accept’ button at the bottom of the page to proceed.

