



REGISTERING FOR PROFESSIONAL DEVELOPMENT ACTIVITIES IN THE 4J PD MANAGEMENT ONLINE SYSTEM

1. Accessing the system for the first time:

- Navigate to 4jpd.net (or 4jlane.truenorthlogic.com)

Log In

User Name 

Password 

[Forgot Password?](#) | [Forgot Username?](#)


[Log In](#)


- Enter your 4J email user name (your 4J email address without the @4j.lane.edu part)
- Click on “Forgot Password”
- You will receive a message in your 4J email that will allow you to choose your password

2. Accessing the System after the first time:

- Navigate to 4jpd.net (or 4jlane.truenorthlogic.com)

Log In

User Name 


Password 

[Forgot Password?](#) | [Forgot Username?](#)

[Log In](#)

- Enter your 4J email user name (your 4J email address without the @4j.lane.edu part)
- Enter your 4JPD password
- Click “Log In”

3. Asking questions or other support about the 4J management system:

- Send an email to 4jpd@4j.lane.edu to reach the 4J PD workgroup or
- Click on the  icon near the top right of the 4jpd.net homepage to reach the website provider

4. Seeing all the PD activities available:

- Click on the “Home” tab if you are not in your 4JPD homepage:

The screenshot shows the top navigation bar with tabs: Home, Transcript, External Credit Request, Courses I Am Teaching, and Administration. Below this is the 'Course Search' section. It includes a text input field with a placeholder 'Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.', a 'Search' button, and an information icon. Below the search bar are links for 'Advanced Search' and 'Show All'.

- In the “Course Search” box near the top left of the homepage, click on “Show All”
- You will see a list of all PD activities available to you:

The screenshot shows a PD activity page. At the top, it says 'Instructor Led' and '#10039 6-12 ELA Developing Useful Work Samples in your Classroom'. Below this is a box with a document icon and the text 'No Description Available'. To the right of this box are icons for 'Credit' and 'Views 0'. At the bottom, there is a section titled 'Select a section to register' with a table of available sections.

Section	Date/Time	Seats	Action
#10055 6-12 ELA Developing Useful Work Samples in your Classroom	01/07/2019 @ 8:00 AM	Seats:30 left of 30	Register

- You can also use the search bar to narrow down your choices
- You can search the course by title

5. Registering for a PD activity:

- In the list of all the PD activities available to you, navigate to the one you want to register for and check the information about sections, the different opportunities to access that PD activity:

The screenshot shows a PD activity page for '#10046 9-12 Science - Vernier Laboratory Equipment'. It includes a 'No Description Available' box, 'Credit' and 'Views 0' icons, and a 'Select a section to register' section with a table of available sections.

Section	Date/Time	Status	Action
#10063 Morning Section	01/07/2019 @ 8:00 AM	Full	Join Waitlist
#10062 Afternoon Section	01/07/2019 @ 1:30 PM	Seats:30 left of 30	Register

- If the section is not full, click on “Register” to register
- If the section is full, click on “Join Waitlist” to be included in the waitlist