

Instructions for Enrollment Chalkable/STI Professional Development Program

To register for a workshop/session, you must log on to the ALSDE chalkable/STI professional development program: <https://pdweb.alsde.edu>

If entered in the chalkable program at your local school, you should be entered into this database. Please use the following information to log on to chalkable/ STI PD. **The following information is for 1st time users only.**

Your User Name	First Initial of First Name, First Initial of Last Name, Last Six Digits of Social Security Number	Example John Doe = jd123456 (lower case)
Your Password	Six-Digit Date of Birth (separated with dashes)	Example January 1, 1970 = 01-01-70
Your LEA	Current employer/ school system	Example Use the pull-down menu (drop box)

Note: Once logged on to chalkable/STI-PD, please update your profile with current contact information, including your e-mail address. You may also wish to change your username and your password to something more familiar. To do this you should click on the "My Profile" tab, and then follow the link to change/edit username and/or password.

Chalkable/STI-PD Course Enrollment Instructions

- Login to STI-PD
- Click on the "PD Titles" tab
- Click on the "Search the PD Title Catalog" link
- Enter your PD title number in the "PD Title Number" field near the top of the screen on the **RIGHT** hand side and search for it.
- Click the "SEARCH NOW" bar at the bottom of the page
- Scroll down the page, look for the "List" link on the right hand side and click on it
- On the next screen scroll through the list of the sessions offered for the course.
- For each session there will be an "Enroll now" button.
- Click & follow the prompts to enroll.

Shelby County Schools use the software program PD Express to document professional development activities within the county. The state of Alabama requires employees to register through chalkable/STI PD for some professional development opportunities. If the professional development is registered in chalkable/STI-PD, that record may not be duplicated in PD Express.