

## REGISTRATION INSTRUCTIONS FOR THE ADMINISTRATOR RULES TRAINING

Go to: [www.opdn.org](http://www.opdn.org)

*For questions about this website, contact: 1-877-547-6978*

If you have NOT registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

**CLICK: "SIGN UP FOR OPDN.ORG"**

Step 1: Enter date of birth and last five digits of social security number

**CLICK: NEXT**

Step 2: Enter personal information

**CLICK: NEXT**

Step 3: Choose employment type

**CLICK: NEXT**

Step 4: Identify communication preference

**CLICK: NEXT**

- *An email will be sent to you so that you can create your password and complete your profile.*
- *After logging in to your account, make note of your assigned OPIN number located at the top of the page.*

Once registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

Enter your username and password located at the upper right screen

**CLICK: PD Track (Trainings)**

**CLICK: I agree to the disclaimer**

**CLICK: Basic Search**

Enter the date range of your desired training

**CLICK: Search**

Find the Administrator training session in which you wish to register:

- Administrator Rules Review Training (Must be taken within 6 months of being named administrator.)

**CLICK: Register for this training**

A message will appear asking "Are you sure you want to register for this training?" If you wish to register,

**CLICK: OK**

**CLICK: Print PDF for a confirmation sheet.**