

Directions for registration for Non-Polk County employees

Register for an Email account (if you don't already have one)

For **Non-Employees of Polk County School Board** to register for all FDLRS classes you must **use** the Professional Development System Scheduler found on the Internet. You will **need** to have an **active** email account. You may obtain a free account by going to www.hotmail.com and registering for a free email account. You must also fill out non-employee database application the first time. Then a user ID and password will be assigned for future registration.

Register for Non Employee Database Application (ID Number)

1. **Open the Internet.**
2. Click on address bar and **type** http://pds.polk-fl.net/hrd/ne_signup.asp
3. **Fill in the information.**
4. Be sure to **print/write your user ID and password**. Keep it safe Note: By **default your user ID will be your social security number** unless you choose to have the computer assign you a random number.
5. Confirmation of application will be emailed to you with a wallet size card.
6. You must go to your **e-mail address** and confirm your ID number.
7. **After confirming your ID Number** use this number to register for class.

Register for Class

1. **Open the Internet.**
2. Click on the address bar and type <http://pds.polk-fl.net/login.asp> then press the enter key.
3. Type in your **Non Employee Number** and the **password** you selected.
4. Click on **login**.
5. Click on the **down arrow** below **category** and select **FDLRS**.
6. Click **GO**.
7. Click on the **desired track** (ex. Technology, Instructional Strategies, Paraprofessional, Substitute or ESE Summer Institute)
8. Click on the desired **module** to see specific class descriptions. If this description is not something you are interested in click on the back button on the top tool bar and click another module.
9. Click on **"When and where can I take this class"**
10. Click on **"Register me for class"**
11. You must fill in **your email**.
12. Click on **"Process Registration"**