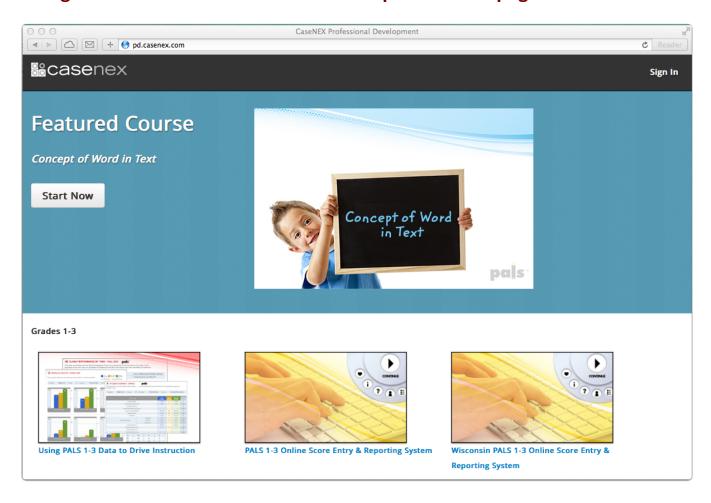


# **Creating your PALS professional development account**

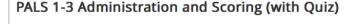
## **Navigate to the PALS Professional Development homepage**



Type "pd.casenex.com" into the address bar of your internet browser.



#### Click on a course title





#### **Course Description**

The goals of this self-paced tutorial are to teach you how to administer and score PALS 1-3, give you step-bystep directions to prepare for PALS 1-3 administration, and explain how to interpret your PALS 1-3 results.

#### Sessions

Academy SD 20 1-3 Admin & Scoring

**Enroll Now** 

Academy SD 20 Group

Starts: August 08, 2013 Ends: June 30, 2015

Adams 12 PALS 1-3 Admin & Scoring

Enroll Now

Adams 12

Starts: August 07, 2013 Ends: June 30, 2014

Aurora 1-3 Admin & Scoring

Enroll Now

Aurora School District

Starts: September 12, 2013 Ends: June 30, 2014

Burgettstown, PA PALS 1-3
Administration and Scoring

Enroll Now

Burgettstown Area School District, PA

Starts: August 12, 2014 Ends: June 30, 2015

On the homepage, scroll down until you see the title of the course in which you would like to enroll. Clicking on the course title will take you to the course main page. Here, you will see a listing of available course sessions on the right hand side. You must choose the appropriate course session in order to enroll. Scroll down until you see the name of your district or organization.



### **Click "Enroll Now"**

Virginia Public Schools PALS 1-3 Administration & Scoring **Enroll Now** 

**Virginia Public Schools** 

Starts: April 16, 2014 Ends: June 30, 2015

Westport, MA 1-3 Admin & Scoring

**Enroll Now** 

Westport Schools, MA

Starts: September 30, 2013

Ends: June 30, 2014

Wisconsin 1-3 Admin & Scoring

Enroll Now

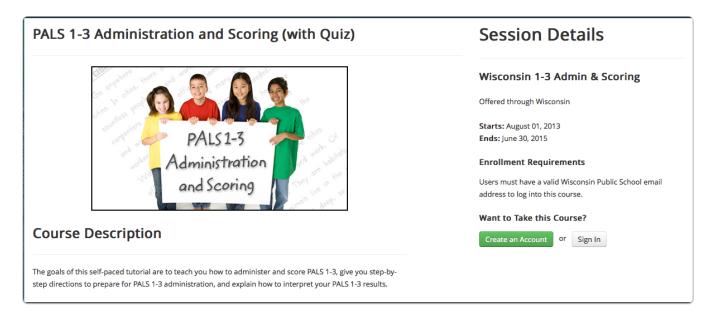
Wisconsin

Starts: August 01, 2013 Ends: June 30, 2015

You may need to scroll down a bit to find your organization. They are listed alphabetically. Click on "Enroll Now'" next to that course session.



## **Create your account**



Click the green "Create an Account" button.

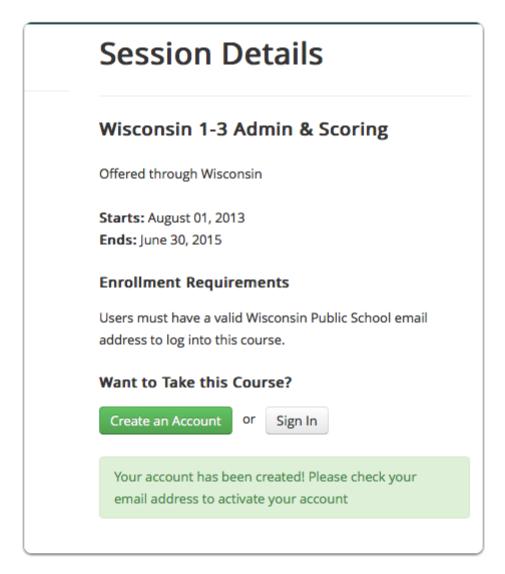


# **Enter your information**

W	lant to Take this Course?
	Create an Account or Sign In
w	nter your name and district email - we'll send you an email ith details about setting up your account and taking the purse.
Fi	rst Name
Lá	ast Name
Er	mail (e.g. myemail@abbotsford.k12.wi.us)
	Register

Enter your first name, last name, and email address. It is important that you use your official school district email address when creating your account. The email address you enter must match the email domain on file for your school or district. If you or your organization do not have organization-specific email addresses, your district representative must make arrangements with the PALS Marketplace office to ensure all users are able to access this content.





You will receive an email from datacation@casenex.com within a few minutes. This email will contain a link that will allow you to set a password for your new account.





System-generated emails sometimes go to your spam or junk folder, so be sure to check there! When you have received the email, click the link or copy and paste the address into your browser's address bar.

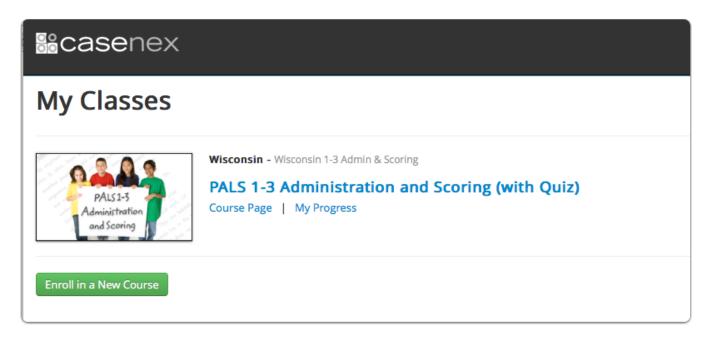


### Choose a password

Reset Your Pa	ISSW
New Password:	
Confirm New Password	:
Change my Password	Cancel
© CaseNEX - 20	12

Clicking the link will take you to a page where you will set a password for your new account. Enter the same password in each of the two boxes. Remember, passwords are case sensitive. Any capital letters you use must be typed the same way each time.

### Your dashboard



Now you are ready to log in! At pd.casenex.com, click the "Sign In" button in the top right hand corner. Enter the email address and password for the account you have created. Once you have logged in, the page to which you are first directed is your Dashboard. This page displays only those courses in which you have already enrolled. To enroll in additional courses, click the CaseNEX logo in the top left hand corner of the page. This will take you back to the homepage, where you may select additional courses.