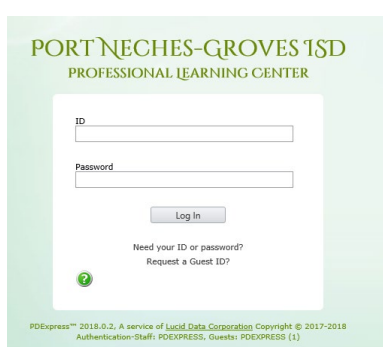


**THE FOLLOWING DIRECTIONS MUST BE FOLLOWED AFTER THIS WORKSHOP/TRAINING
IN ORDER TO RECEIVE CPE CREDIT AND GET A CERTIFICATE FOR ATTENDANCE**

**PORT NECHES-GROVES ISD
PDEXPRESS AND YOUR ONLINE STAFF DEVELOPMENT PORTFOLIO**

PDEExpress is the district's online professional development management system. This management system is used to register for PN-GISD staff development, complete evaluation forms, receive CPE certificates, and maintain your online professional development portfolio for all PNGISD-offered staff development.

The website URL is: <https://png.lucid-data.online>



Your username and password are the same as your network and e-mail username.

Example: If your e-mail address is teacher@pngisd.org, you would use the following:

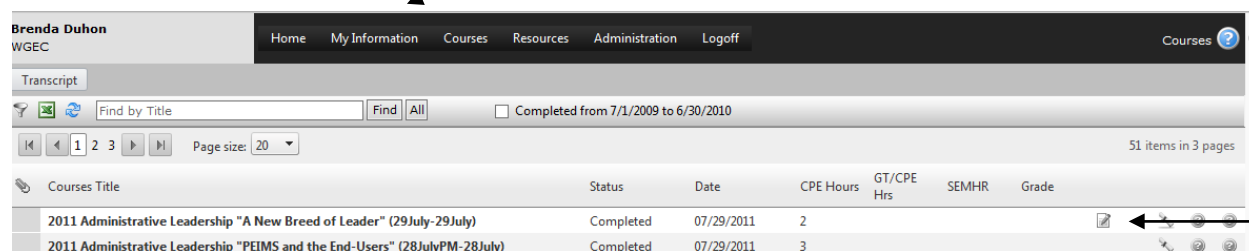
Username: teacher

Password: teacher

You can change your password later.



HOW DO I GET STARTED?

Once successfully logged on, click ***My Information / In-District PD.***



Courses can be sorted by clicking on any of the column headings (Courses Title, Status, Date, CPE Hours, etc.) If you have been in PDEExpress since its inception, you may have multiple pages of courses listed. Navigate to pages by clicking the page navigation buttons in the top tool bar.

HOW DO I COMPLETE MY ONLINE EVALUATION?

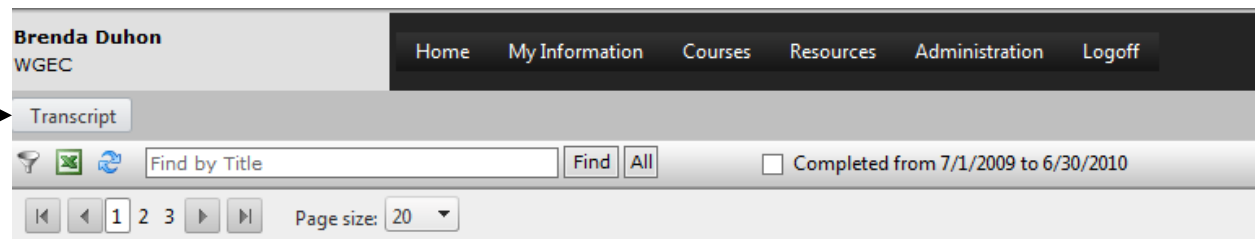
After you attend the session, find the name of the session you want to evaluate then click the “evaluate the course” icon  to the far right of the session name to complete the evaluation. Click the “Submit Courses Evaluation” button when finished. The next time you log in, the “evaluate the course” icon will not be there. Click the Certificate icon to view/print your actual certificate. 

HOW DO I SEE ANY ACTIVITIES (SUCH AS CONFERENCES) THAT I'VE ATTENDED?

If you previously submitted conference/activities other than district-provided staff development, click ***My Information / Activities*** for the complete list.

HOW DO I GET A COMPLETE TRANSCRIPT OF ALL MY STAFF DEVELOPMENT SESSIONS?

From either ***My Information / In-District PD*** or ***My Information / Out of District PD***, click the “Transcript” button in the upper left-hand corner. From there you will be able to customize the time frame for the transcript you would like to print. Once you make your selection, click the “Next” button and your transcript will be generated. Use the “Print” button in the upper right hand corner to print a hard copy. Click the PDF icon in the upper right-hand corner of the window to generate a PDF file you can save to your computer.



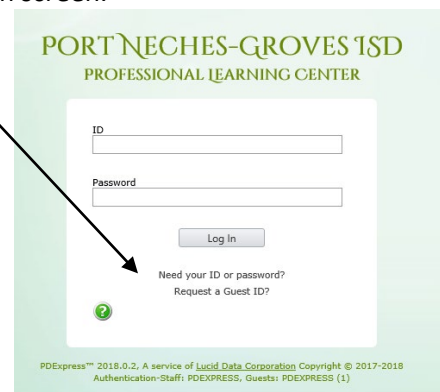
The screenshot shows the PDExpress user interface. At the top, the user is logged in as Brenda Duhon from WGEC. A navigation bar includes links for Home, My Information, Courses, Resources, Administration, and Logoff. Below this, a 'Transcript' button is highlighted with an arrow. The main content area features a search bar with the text 'Find by Title', a 'Find' button, and an 'All' button. To the right, there is a checkbox for 'Completed from 7/1/2009 to 6/30/2010'. At the bottom, there are navigation controls for pages 1, 2, and 3, and a 'Page size: 20' dropdown menu.

HOW DO I CHANGE MY PASSWORD?

- Once you are logged on, click on ***My Information***
- Choose ***Password*** from the pull-down list.
- Enter your current password
- Enter your new password twice to confirm it.
- Click the “Change Password” button.

WHAT IF I DO NOT REMEMBER MY USERNAME OR PASSWORD?

- Go to <https://png.lucid-data.online>
- Click the “Need your ID or password?” link on the log in screen.
- Enter your school e-mail address in the space provided.
- Click the Send button.
- Your username password will be e-mailed to the school and personal e-mail address in your profile.



The screenshot shows the PDExpress login page for Port Neches-Groves ISD Professional Learning Center. It features input fields for 'ID' and 'Password', a 'Log In' button, and a link that says 'Need your ID or password? Request a Guest ID?'. An arrow points from the text in the previous block to this link. At the bottom, there is a footer with copyright information: 'PDExpress™ 2018.0.2, A service of Lucid Data Corporation Copyright © 2017-2018 Authentication-Staff: PDExpress, Guests: PDExpress (1)'.