

## Logging onto the MCSD PD Express Site

- Open a web browser such as Internet Explorer or Google Chrome
- Type the URL path <http://www.mcsdk12.org/>
- Click on the STAFF link, then click PD Express
- Faculty and Staff members of MCSD, type your MCSD Network user ID (ie. sos25) and password
- Athletic/Event Staff, use your Skyward Employee Access user name and the password will be your last name.
- The Domain should be MCSD
- Click the LOG IN button

MIFFLIN COUNTY SCHOOL DISTRICT  
PROFESSIONAL LEARNING CENTER

MCSD user ID

Password


Domain  
MCSD ▾

Log In

PDExpress™ 2016.0.8, A service of Lucid Data Corporation Copyright © 2015-2016  
Authentication-Staff: ADS (1)

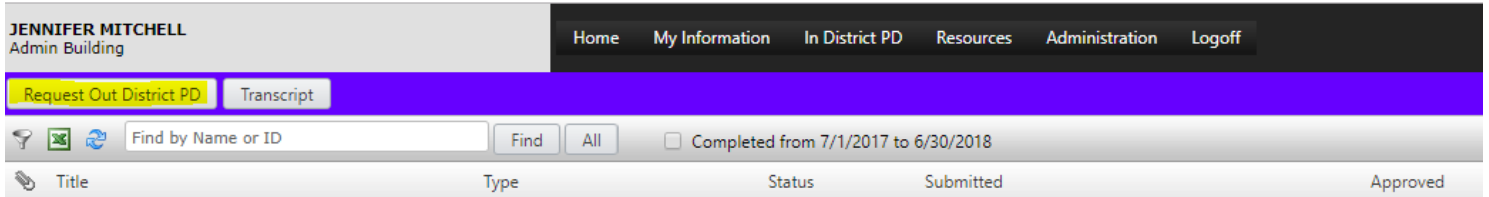
## Navigating the PD Express Site - From the menu at the top, there are several tabs as shown below...



- **Home** - will show “Announcements” and the “District Schedule” in the lower portion of the window. You can also print a “Transcript” from this area.
- **My Information** – Include areas that will provide you with additional information...this includes requesting “*Out of District PD.*”
- **In District PD** – When released, the “In District PD Catalog” will show a list of courses that you have been enrolled into or you can choose.
- **Resources** – Click on Additional Resources for other requirements and FAQ.  
**Note:** If you click the FAQ link, click the BACK arrow in the top left of the browser window to return to PD Express
- **Logoff** – logs you out of PD Express
- To learn more, click on the tab and then the question mark in the upper right hand corner. 

# Requesting “Out of District PD” -

- From the menu at the top, click MY INFORMATION
- Click the OUT OF DISTRICT PD link
- In the left corner, click on the REQUEST OUT DISTRICT PD button as shown below...



- Complete the request with the following information...
  - School Year: Type year in which you will be attending
  - Type: Conference Request Form (select this type only)
  - Description: Type the name of the PD
- Click NEXT

- Fill in all fields to assist the approval process.  
*Note:* Click on the “?” to retrieve helpful tips for completing the data needed for a particular field.
- Click the SUBMIT FOR REVIEW button
- You will receive a confirmation email after all three levels of approval are complete.

PDEXPRESS - Level of Approval

Level	Administrator
1	Principal
2	Jennifer Mitchell
3	James Estep