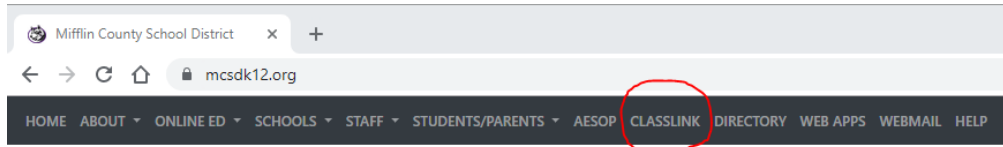


Logging onto the MCSD PD Express Site using CLASSLink (employees)

- Open a web browser such as Internet Explorer or Google Chrome
- Type the URL path <http://www.mcsdk12.org/>
- From the menu, click CLASSLINK



- Click the “Sign In to ClassLink” button
- Find the PD Express shortcut and single left click to open



You will notice messages ...“Loading Application” and “Making Magic Happen.” ClassLink is automatically logging you into PD Express.

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** – At this time, the only link you should click is “In 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. 