

In-service Course Offerings

Once you are logged onto the INTRANET . . .

- Scroll down and click on PROFESSIONAL DEVELOPMENT on the left
- Click on the current in-service booklet
- The brochure will open up in Internet Explorer.
 - You can read the entire brochure online.
 - You can print the brochure by clicking on the printer icon on the toolbar.

To REGISTER for courses:

- Click the BACK button on your browser.
- Click on REGISTRATION FORM.
- Click OPEN.
 - This is a Microsoft WORD document. You need to enter in your information, save it to your Personal Directory (P drive) and then email it to Tara Fitzgerald. Here's how:
- Enter your information first (name, phone, school, and the courses you are registering for)
- Click on FILE.
- Select SAVE AS.
- In the "SAVE IN" box, pull down the arrow and choose your name (this is your personal directory, or P drive) from the list.
- The document will be called REGISTRATION FORM. Click SAVE.

- You are done with the Intranet now. You can exit out of all open windows.

Open GroupWise.

- Start a new email by selecting FILE to NEW to MAIL.
- Type in "Tara Fitzgerald" in the TO: box. (Once you start typing her name, the whole name should automatically pop up.)
- In the SUBJECT box, type in something, such as "in-service registration"
- Click on the ATTACH button
 - Find the registration form on your P: drive and double click it
- Click on SEND.