

Step #1 – Enrolling in ePDC

- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Select the “**First Time Visitor**” link.
- Select your school district from the drop-down menu.
- Select your school from the drop-down menu. Click next.
- Select your classification from the drop-down menu.
- Select your job title from the drop-down menu. Click next.
- Fill out name, address, etc. Boxes marked with an asterisk (*) are required information. Your name will not be added to the database unless these areas are complete. Click next.
- You will receive confirmation by e-mail within 24 hours.
- *You must click on the link provided in the confirmation e-mail to activate your account.*

Step #2 - Registering for a Professional Development Activity

- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Choose the “**Course Registration**” link.
- Select your school district from the drop-down menu.
- Select your school from the drop-down menu. Click next.
- Select your name from the drop-down list and enter your password. Click next.
- A variety of search options will be made available for you.
- If you use the “Search by Course Title” option, select the title of the professional development activity you wish to participate in from the drop-down menu. This will give you basic information on the course. You may select the “details” button for more information about the activity.
- Select the “register” button (white)
- Read the ePDC course policies and select the “OK” button at the bottom of the page.
- Choose primary purpose for completing in-service activity and select the next button.
- If you need to make changes, you may use the “back” button at any time and it will take you to the previous screen.
- **Once you are enrolled**, all you have to do for future sessions is register online following the directions in “Step # 2” above. As you use this system for professional development activities at PAEC, you may visit the website at anytime to view your professional development transcript. Online courses and follow-up for professional development activities may be accessed from your professional development transcript.

