

Approved Training Sponsor Quick Start Reference Guide to OPDR 7.0

Hello,

As you may have noticed from the recently mailed out information, or, if you have just navigated to the site and noticed a change, the Oklahoma Professional Development Registry is getting an update to be more user friendly. Even though it may have a new look and feel to it, it is still the same Registry you are familiar with and still works in the same manner. This reference guide is to show you where to login and how to access the menus, so you will be able to seamlessly create your courses and events in the timely manner that is needed for our participants here in Oklahoma to receive the quality professional development that you provide. If you have any questions, or need assistance, do not hesitate to contact me.

Regards,

Paul Knowles 405-799-6383 888-446-7608 paulmknowlesjr@ou.edu Check out the new look!

CECPD			% CECPD Home 🏾 🎍 Register 🖄 Saved Events	s 🋗 Statewide Training Calendar	Contact Us Score Login
	Welcome to the Oklahom Please click 'Login' in the upper right hand corner to acce	a Professional Developr ^{ess your account.}	nent Registry!		
	Find Training	Trainer Directory	Approved Sponsor Directory		
	S Find tra	tatewide Training Calen aining by subject, location, or browse our current cou	dar rse catalog!		
	Training Calendar Course Why can I not find a cou	Catalog rse?			
	Search by location, d	late, or subject			
	NOTE: Searching without	t criteria will display all events starting on or afte	er 10/19/2018.		
	Keywords				
	City				
	-				

You will notice in the upper right-hand corner is where you will log into your account.



Click on the login box and you will now be directed to enter your email address. Remember, this is your unique email address. If you have trouble remembering your password, click on forgot password and you will be directed on how to do that. If you are a training agency that participates in other states' Registry sites, you will need to use the same email and password as they share the same platform. Because of this new password security feature, CECPD no longer has access to your password.

	Email Address	
	Password	
Center for Early Childhood Professional Development	Remember me	
Powered by 🛞 INSIGHT	-€-	_ogin
	Forgot Password?	🛃 Create Account

Once you are logged in, you will now see the familiar training entry page.

Course Title

Training Entry:

ID

Date

Events Courses				
▼ Filter Events				New Event
Event ID	Course Title		Event Status	
			Filter by Status	•
Trainer Name	Sponsor Name		Location Name	
City	Date From	Date To	PIF Number	
	10/19/2016			
			Filter Events	Clear Filters
Below is a list of the training events that you have sched again.	uled. Click on an event to view	details, enter a roster or sch	nedule the event	
			A Expired ONot set	<mark> العجام الع</mark>

As you can see, the page is essentially the same, except the menu on the left-hand side of the screen is now collapsed.

Location/URL

<u>Trainer</u>

<u>Status</u>

<u>PIF</u> <u>Number</u>

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•	Training Entry				
	Everal Courses				-
					New Event
	10 10	Course Title		Event Status	New Event
•	13 10	Course Title		Event Status Filter by Status	New Event
•	Trainer Name	Course Tide		Event Status Filter by Status Location Name	New Event
•	th 10 Trainer Name	Course Tide		Event Status Filter by Status Location Name	New Event
•	Trainer Name	Course Tide Sponsor Name	Cute To	Event Status Filter by Status Location Name PIF Number	New Event
• 3 B	th 10 Trainer Name	Course Tide Sporsor Name Date From 10/22/2016	Dute To	Event Status Filter by Status Location Name Plf Number	New Event

When you move the cursor on to the menu, it will open, and you click on your selected activity.



Create and submit courses and events in the same manner as before.

Contact CECPD if you have questions.