

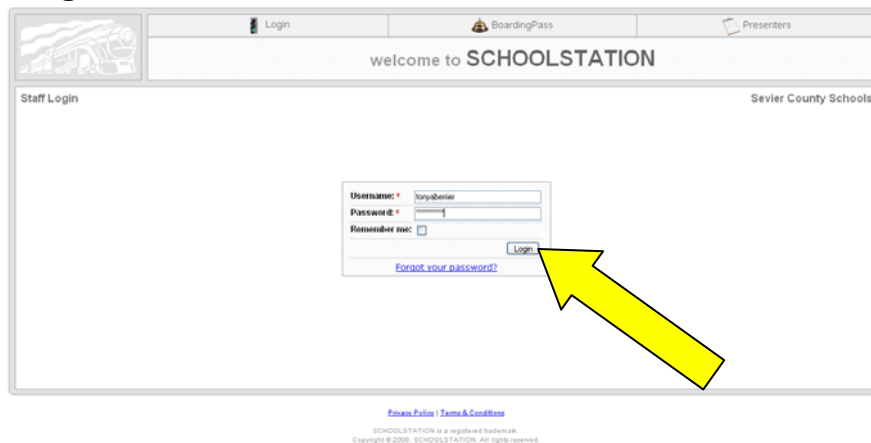
Instructions for Accessing SchoolStation



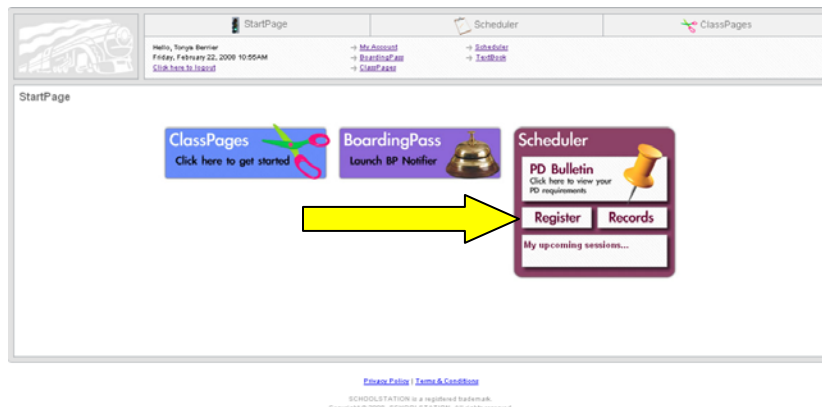
You must use *SchoolStation* to register for technology workshops.

Workshop Registration Instructions:

1. Go to <http://www.sevier.org/pd.html> and click the “**SchoolStation Logo.**”
2. Click the drop down arrow and choose, **Sevier County, TN.** Click **Save.**
Note: You should only need to complete this step the first time you log in.
3. Enter your username (same as your Novell and email username)
Ex. tonyaberrier (all lowercase)
4. Enter the password (**computer**). *You may change this password by clicking My Account.*
5. Click **Login.**

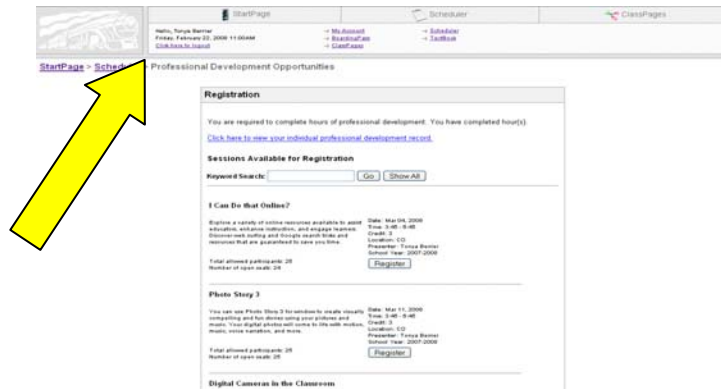


6. Click the “**Register**” button under the *Scheduler* heading.



7. Available sessions are displayed along with general session information such as date, time, location, and number of available seats. To register for a session, click on the “**Register**” button next to the session(s) you wish to register for.

8. A popup window will appear, again click the “**Register**” button.
9. When finished, click the “**Click here to logout**” link at the top of the window.



10. Attend the workshop(s).

** You will receive an email confirmation (@ sevier.org) after registering and you can view your upcoming sessions at any time you log onto SchoolStation.

IMPORTANT: Flexible in-service credit will be awarded for each session attended. There is NO limit to the number of sessions you may attend.

If you have problems logging in to SchoolStation or with registration, send an email to tonyaberrier@sevier.org or call 428-9175 ext. 3058.