

# How to register and log into the PDE SAS Act 126 Professional Ethics & Educator Discipline Act training site:



(Internet Explorer works best for this training.)

You may pause the course and complete it in sections at a later time, but within 60 days; however, you must use the SAME computer in order to continue where you left off. **Please see under #9 to help navigate and continue to where you left off.**

This course does not give you the option to choose or not choose Act 48 hours.

Please follow these instructions to register and begin:

1. Navigate to the PDE SAS portal; [www.pdesas.org](http://www.pdesas.org).
2. Click on the **login box** on the **top right** tab of the landing page.
3. Enter your unique Username and Password (Most of us will have to **REGISTER** first [under the yellow **Log-in box** on the top right] log in).
4. After you have successfully logged into your account; please go to the \_\_\_\_\_ bar on the top right by clicking on the down arrow and then click on \_\_\_\_\_
5. You will then be directed to the \_\_\_\_\_ page. Click on Menu (top right) Course/Catalog Registration and then you will have Self-Paced Course Offerings. On the LEFT SIDE, click on the **Act 126 box**.

to RE-WATCH the same slides, click on the far-right arrow (under the slides-- it will look like this arrow if you've watched that slide already  ) to begin, but continue to click until the arrow is grayed out like this  and it will bring you to where you left off so you can then continue.

**10.** Upon completion of the course, please be sure to download your Certificate of Completion and save it to your computer or print it.

To retrieve your certificate, go to Menu on top right, my past classes, options and then view certificate. From there you can either print or save it (or both).

If you have any questions, please contact Maria at [doyle.maria@norwinsd.org](mailto:doyle.maria@norwinsd.org) or 724-861-3027.