

Dear PT faculty and staff,

The **PTISD staff development schedule** and **reservation**

**webpage** is **LIVE** and ready for you to start signing up. Try it out today! The directions to enroll are listed below, and should be familiar as they are similar to the Region VII process.

**IMPORTANT** – You will need to follow the steps below carefully.

**Note:** If you have not used this system, you must **create a NEW USER account** that applies just to PINE TREE ISD staff development registration.

1. Go to this address and bookmark it:  
<https://misweb.esc7.net/pt> - also find the link at the **STAFF PAGE LINK**, and the **Professional Dev. page**.
2. Click on "Participant Registration" in the left frame.
3. Click on the link, "New User Name"
4. Complete the User Data Sheet
5. Create the security question - this is very important!
6. Enter BOTH work and home emails. This is very important especially to receive registration email confirmations during the summer.
7. Select district and campus location.
8. Select your position at Pine Tree under the "assignment" selection.
9. Click "Continue" button. If an error comes up, identify the field that needs additional information and complete.
10. Access workshops by clicking "Browse Calendar"

11. If you forget your password or user name, do not create a new account. Use the links on the "New username" page that says - "Forgot User name", "Forgot Password" or email Debbie Connor if you continue to have difficulty.

If you have any difficulty, just **EMAIL** Susan Johnston:  
[sjohnston@ptisd.org](mailto:sjohnston@ptisd.org)

Thanks for your patience. We are excited to offer this registration process which should prove to be a user-friendly way to get everyone signed up and confirmed in the classes offered this summer. Remember we are here to help!