

Terrebonne Parish School District

Instructions for Registering for a Training/Workshop/Meeting (“Course”) Using TPSD Coursewhere™

(Please disable your **pop-up blocker** or add this site to your list of **approved sites**.)

- ☞ Select “**View by Alpha**” or one of the other “**View By**” options. All available workshops, meetings, or trainings will appear.



Terrebonne Parish School District

Online Registration

- ☞ Click on the **training or meeting** you are interested in attending.
- ☞ In the new window, select “**Register**” at the bottom of the information page.
- ☞ Complete **all fields not marked as “optional.”**
- ☞ You must provide the 6-digit Employee ID.
- ☞ Click “**Submit Registration**” at the bottom of the page.
- ☞ **Print** the Registration Confirmation page for your records.

***Once you have registered at the site, when you return, you will go to “logon” and click “Have been to this site before.”**

Questions should be directed to staffdev@tpsd.org.