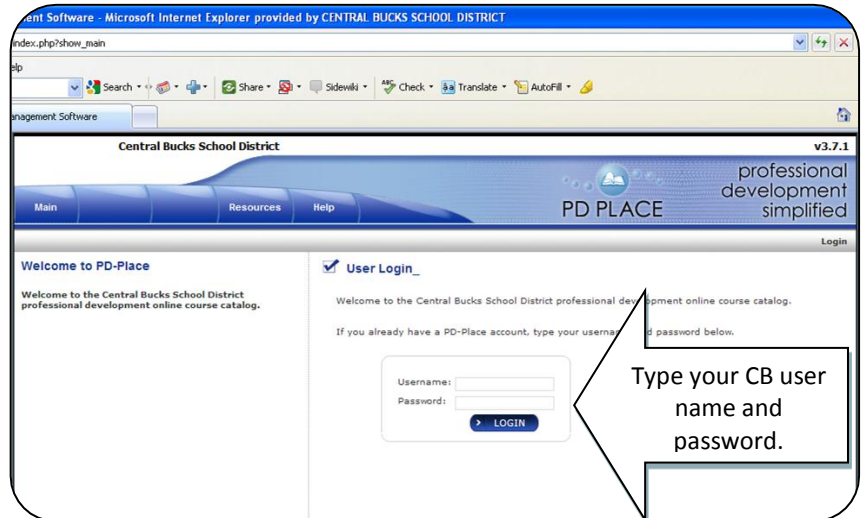


Registering for PD Place

To register for a workshop in PD Place you must have a user name in the system. Follow the steps below to create your account.

1. Open your browser and go to the PD Place website:
<https://cbbsd.pdplace.com>
2. In the Username field type your Central Bucks AD Username (this is the same as your CB Email username). In the Password field type your AD password.



3. You will be prompted to a new screen and will see a message stating, **“This is your first time logging in. Please take a moment to update your profile to include all of your relevant information.”** The screen below will be visible.

4. Please fill in your information. **If you do not have your PPID number, you can fill that information in later.** There is a handout as well as a tutorial on how to find your PPID here:

<http://portal.cbbsd.org/departments/staffdev>.

You do not have to fill out an emergency contact or notes.

5. Click **Submit**. You will see the message, “User account updated successfully.”

6. Click **Log-off** at the top right hand corner of the screen.

Email cbstaffdev@cbbsd.org with questions.