Search for Training: Global Search

You can use the Global Search to look for people, online courses, and Connect Communities!

1. Click on the **Global Search** bar at the top right upon login of the PD Portal.

OR

Hover over the **Finding Training** tab, then click on the **Search** menu option.

2. Type the name of the training you would like to complete in the search bar and press enter on your keyboard. (Do not type in PD Categories here.)

3. Now that you have started a search, click on **Training** and make sure the **stack of books** is highlighted on the left side of the Global Search.

![Global Search Interface](image)

**NOTE:** The image of the **stack of books** represents a curriculum (also known as an online course).

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4. Then click on **Refine Search** under the search bar.

5. Refine or narrow your search accordingly. For example, if you are looking for LIT courses, check the box next to Literacy Instruction. Then click **Search**.
6. Select the training of interest by clicking on the title in blue.

7. Then click on **Open Curriculum** to get started right away.

**IMPORTANT:** If the button says **Request** (instead of Open Curriculum), it is because there is a conflict. Click on **See prerequisites** in the new window to view the training that must be completed first. If you click on **Exception Request**, you will not be able to open the curriculum until you have completed the required prerequisite(s).

*After* the required prerequisite(s) is successfully completed, please repeat steps 5-7 above.