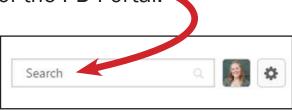
## **Search for Training: Global Search**

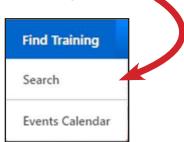
You can use the Global Search to look for people, online courses, and Connect Communities!

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

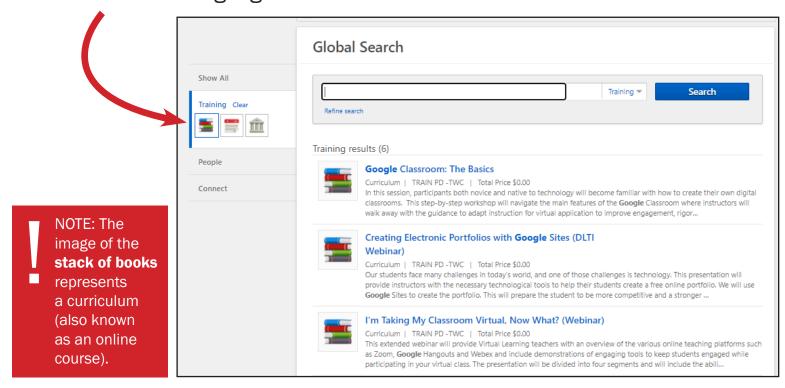


**OR** 

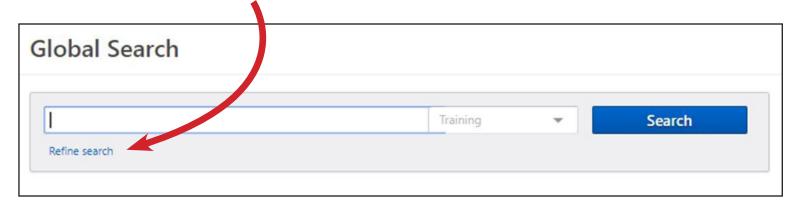
Hover over the **Finding Training** tab, then click on the **Search** menu option.



- 2. Type the name of the training you would like to complete in the search bar and press enter on your keyboard. (Do <u>not</u> 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.

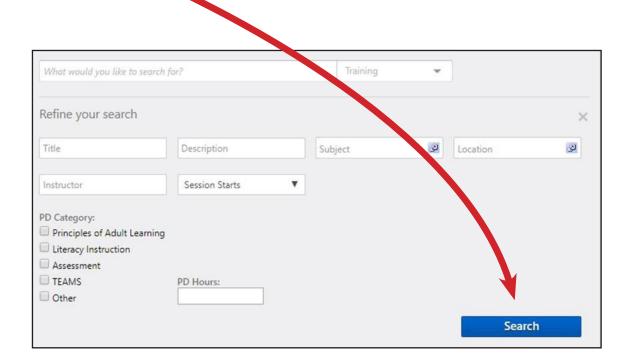


4. Then click on **Refine Search** under the search bar.

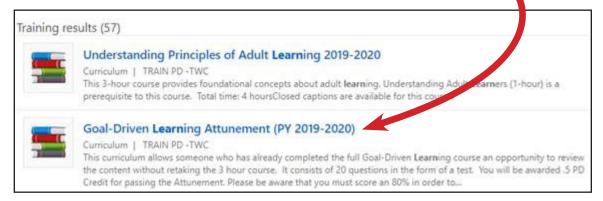


5. Refine or narrow your search accordingly. For example, if you are looking for LIT courses, check the box next to Literacy Instruction.

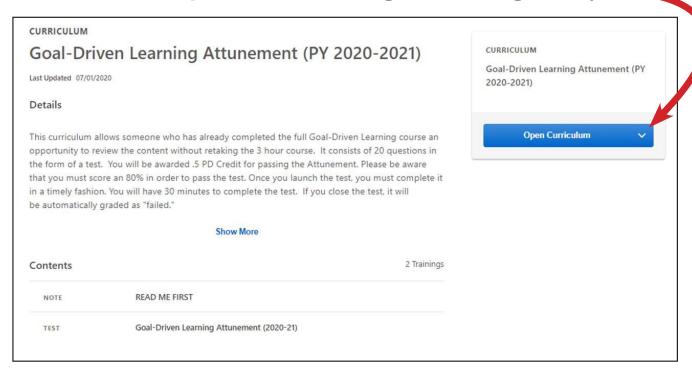
Then click **Search**.



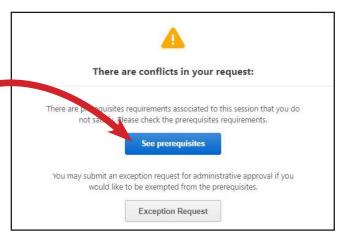
## 6. Select the training of interest by clicking on the title in blue.



## 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.