

Using the ePDC

1. **To become a registered user of the ePDC system.**
 - A. Go to www.paec.org
 - B. Click on “First Time Visitor” in the green box in the middle of the screen.
 - C. Fill in the information requested by using drop-down boxes and typing in personal information. (Be thorough and accurate.)
 - D. This only has to be done one time ever! Once you are in the system, you are in!
2. **To register in a course,** (If you have just registered in the system, go out of the system completely before you begin this step.)
 - A. Go to www.paec.org
 - B. Click on: Course Registration in the green box in the middle of the screen.
 - C. Choose a method of finding the course you want. (If you know the name of the course, go to “Search by Course Title” section and pick the first letter of the title of the course.)
 - D. Push the down arrow in that section and you will be presented with all of the courses starting with that letter.
 - E. Select the course you want from those offered.
 - F. A course description will appear. If this is the course in which you want to register, hit the word “register” located in the blue stripe.
3. **To enter work in a course in which you registered. (PATRIOT’S START HERE!)**
 - A. Go to www.paec.org
 - B. Select: “Member Transcript” from the ePDC section in the green box in the center of your screen.
 - C. Find the appropriate course.
(In this case, you are working on the course: Patriot Project Spring 2010.)
 - D. Click on the complete exercise box that is below the title of the course you plan to work on.

- E. Read the instructions carefully as each course is unique.**
- F. Type response(s) in space provided.**
- G. Hit submit.**
- H. Teacher will review your response(s) and will offer comments and/or approve your response(s).**
- I. You will be notified via email that your response has been reviewed and that it has been approved or that you have comments posted or both.**
- J. If the teacher asks for more information or suggests you re-think your response, you do so.**
- K. If the teacher approves your response, you have no more work to do on that course.**
- L. You will receive a generic pop-up survey about the course in an email.**
- M. You must complete the survey to earn credit for completing the course. (The survey takes about 45 seconds to complete.)**