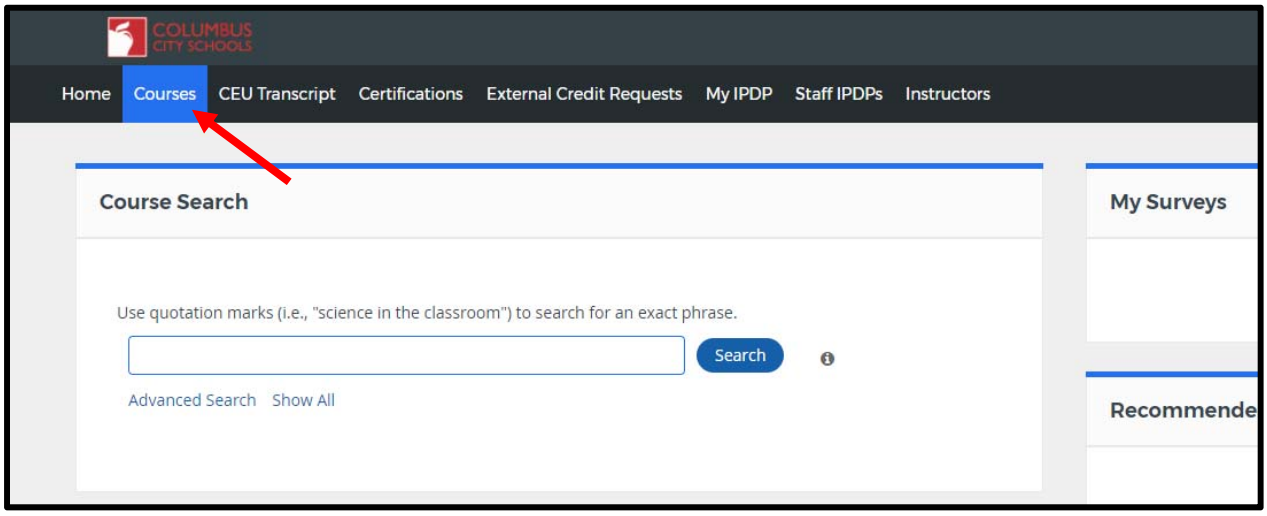
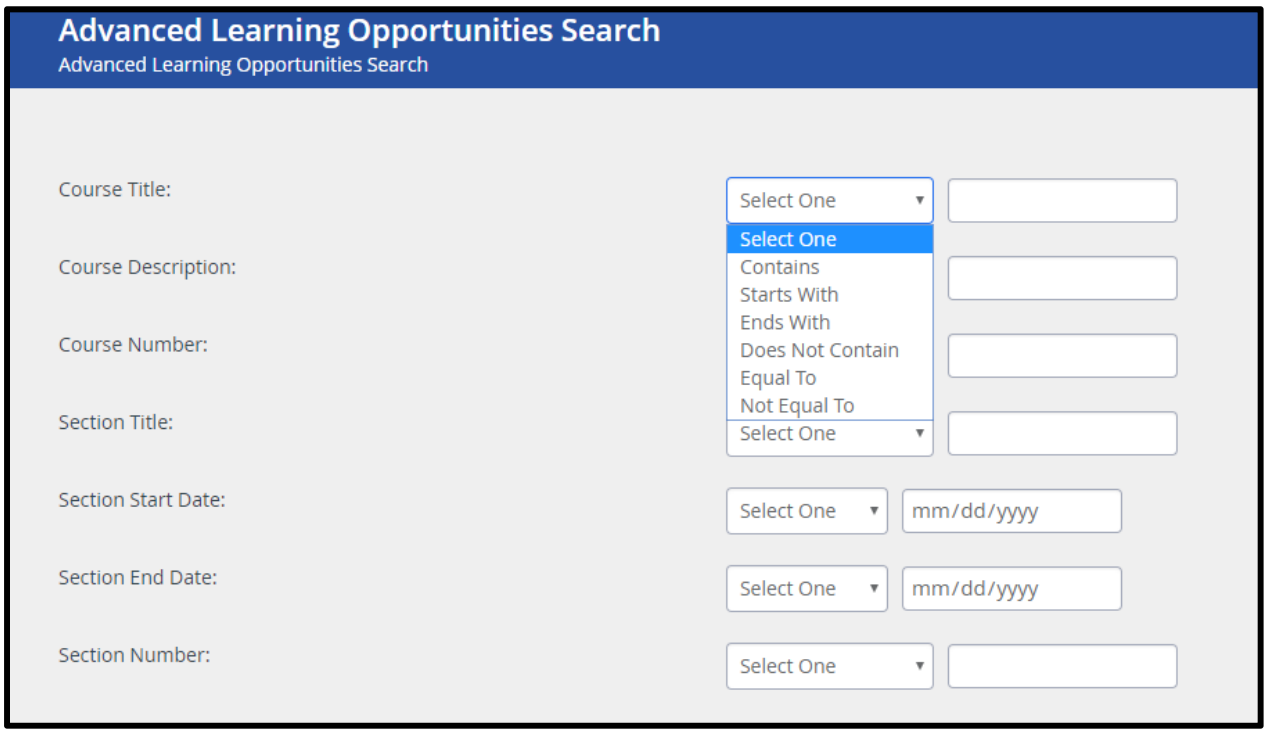
REGISTERING FOR COURSES IN THE CCS PD SYSTEM

1. Log in at https://ccsoh.truenorthlogic.com. If prompted, enter your CCS email address and password.
2. Click on the ***Courses*** tab at the top of the screen to open the Course Search screen.



3. In the search bar, type in the name of the course (activity) you are searching for and click the blue ***Search*** button. If you know the exact name of the course or an exact part of the name, you may enter your search term in quotation marks.
4. You may also click on the ***Advanced Search*** link located below the search bar to open up additional search options, including searching by date:



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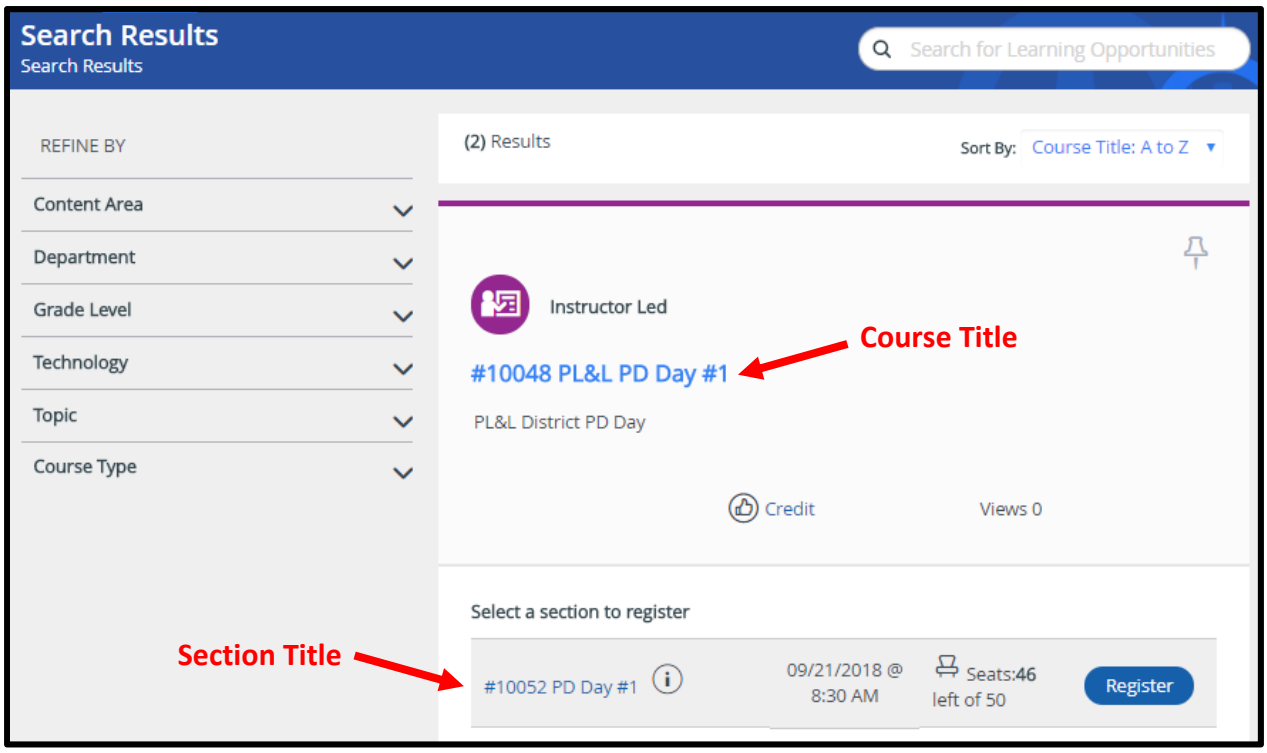
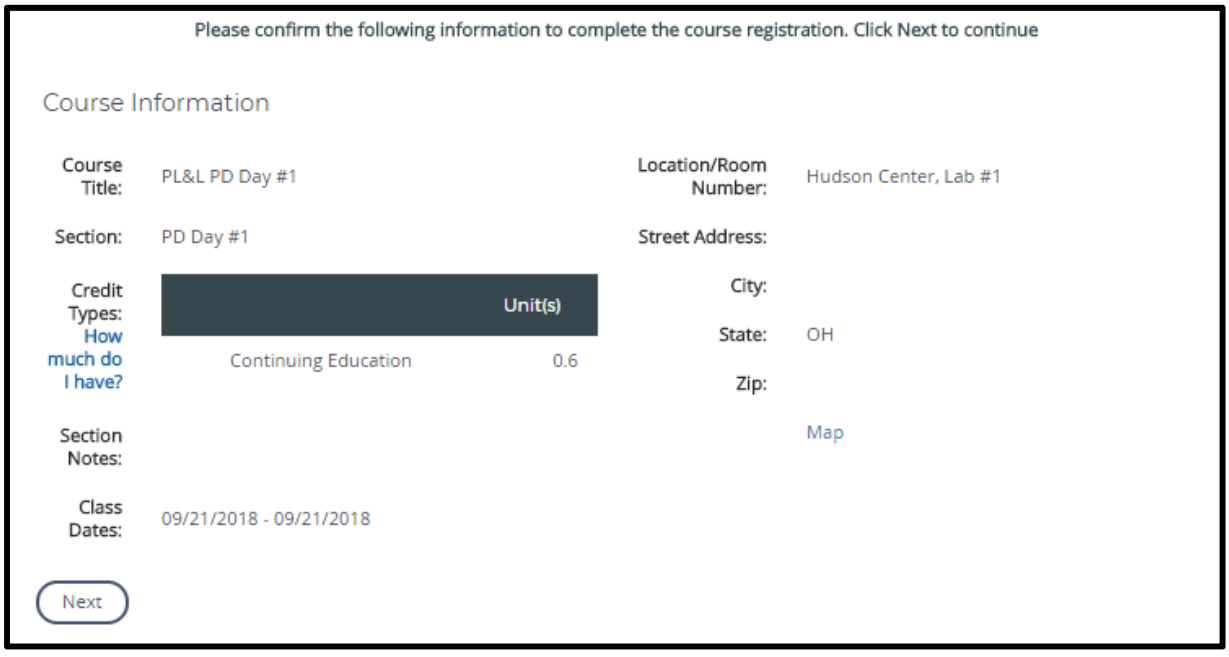
5. When you find the course you are looking for on the list, click on the ***Course Title*** to read a description of the course and/or click on the ***Section Title*** to view details about the specific section, including date(s) and time(s). To register, click the blue ***Register*** button.



6. Follow the prompts on the subsequent webpages (click the ***Next*** button) to confirm your registration.



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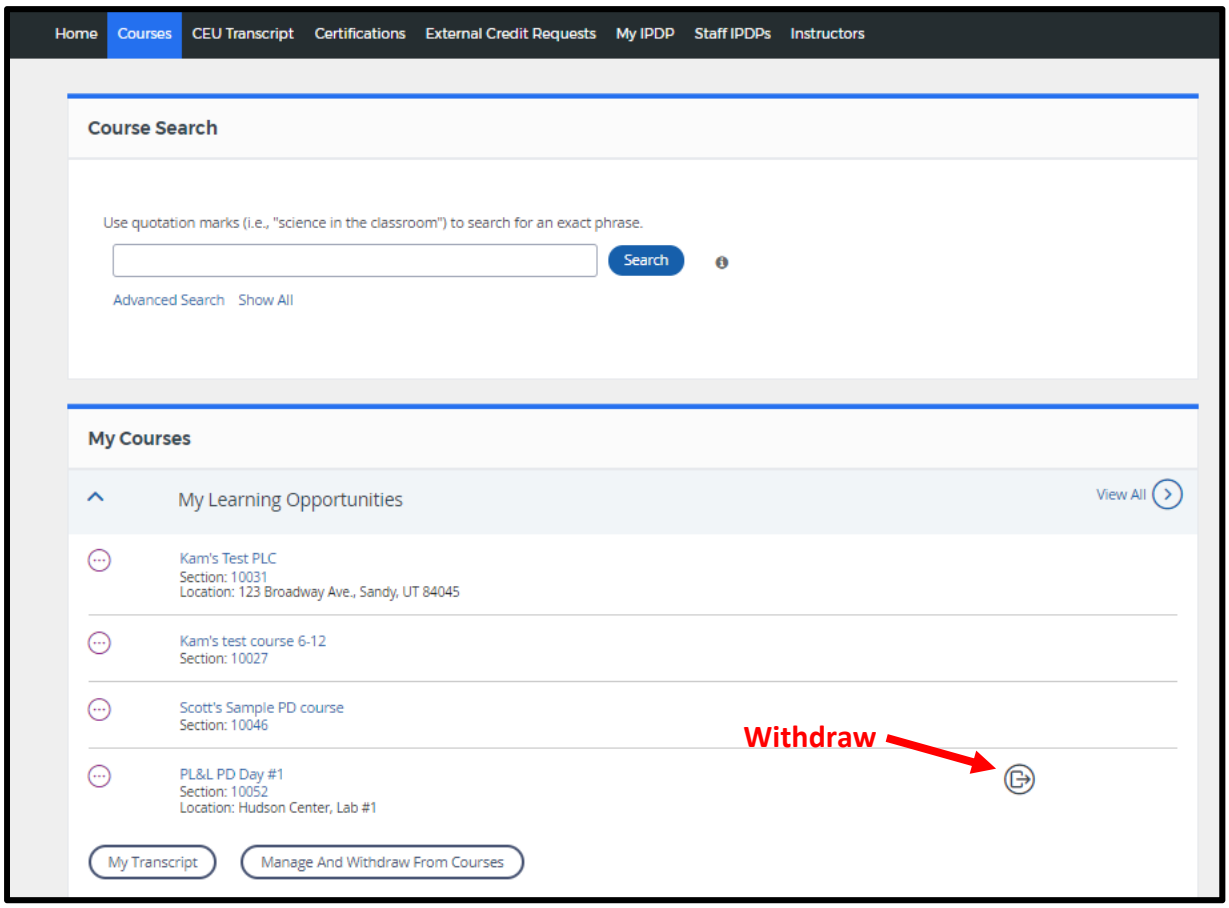
7. The course(s) you are registered for will now show up on the main page when you click on the ***Courses*** tab (see below). On this screen you can view the courses you are registered for and withdraw from a course, if needed, using the button at the bottom of the list or by clicking the "withdraw" icon to the right of the course name.