

# How to register and log into the PDE SAS Act 126 Professional Ethics & Educator Discipline Act training site:

(Internet Explorer works best for this training.)

- You may pause the course and complete it in sections at a later time, but within 60 days; however, you must use the SAME computer in order to continue where you left off. **Please see under #9 to help navigate and continue to where you left off.**
- This course does not give you the option to choose or not choose Act 48 hours.

Please follow these instructions to register and begin:

1. Navigate to the PDE SAS portal; [www.pdesas.org](http://www.pdesas.org).
2. Click on the **login box** on the **top right** tab of the landing page.
3. Enter your unique Username and Password (Most of us will have to **REGISTER first** [under the yellow **Log-in box** on the top right] *then* log in).
4. After you have successfully logged into your account; please go to the **My SAS Tools** bar on the top right by clicking on the down arrow and then click on **PD Center**.
5. You will then be directed to the **SAS PD CENTER** page. Click on Menu (top right) Course/Catalog Registration and then you will have Self-Paced Course Offerings. On the LEFT SIDE, click on the **Act 126 box**. (**It will NOT state Part 2, but this is the second part of the Act 126 called Professional Ethics & Educator Discipline Act Training**).
6. You will then find three options of courses, each designed for a different employee track. Please select the corresponding course (*typically* either TEACHER if you're applying to be a teacher or para, or STAFF for *most* every other position; you would only choose Chief School Administrator if you're an Administrator or Supervisor) and click on the **Options** button to **Register**.
7. After you have completed the registration process, you will then need to navigate to your **My Classes** page which is found in the top right-hand corner under **Menu**.
8. On the **My Classes** page you will see the course you selected listed; *Professional Ethics and the Educator Discipline Act*. Click on the **Options** button and select **Go to Classroom**.
9. The course consists of an Introduction, four modules and an assessment. (Module 1 has 26 slides; Module 2 has 37 slides; Module 3 has 33 slides; Module 4 has 19 slides.) It is designed to take approximately three hours to complete. Note: If you cannot complete the course in one sitting, you must log back into your SAS Account that you created, from the same computer. Once you log back in, navigate to Menu on the top right and click on "My Classes". It should bring you to "My Class Activity" and show the Self-Paced Track (either Staff, Teacher, or Chief School Administrator - whichever you signed up for when you first registered.) On the Options dropdown, choose Go to Classroom. If you then click on the **Navigation**  it will bring you to a page that lists:
  - Introduction
  - Module 1
  - Module 2
  - Module 3
  - Module 4
  - Resources
  - Assessment

If you completed any of the Modules, it will have a checkmark ; if you were in the middle of a Module, it will show this blue mark:  Click on that blue mark and it will bring you to the beginning of that Module. So you do not have

to RE-WATCH the same slides, click on the far-right arrow (under the slides-- it will look like this arrow if you've watched that slide already  ) to begin, but continue to click until the arrow is grayed out like this  and it will bring you to where you left off so you can then continue.

**10.** Upon completion of the course, please be sure to download your Certificate of Completion and save it to your computer or print it.

- To retrieve your certificate, go to Menu on top right, my past classes, options and then view certificate. From there you can either print or save it (or both).

**If you have any questions, please contact Maria at [doyle.maria@norwinsd.org](mailto:doyle.maria@norwinsd.org) or 724-861-3027.**