

# Professional Learning Management System

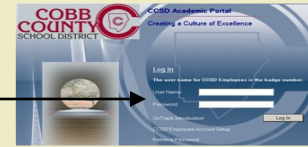
The Professional Learning System (PLS) is a registration system that allows employees to register for Professional Learning opportunities including school-focused, district, and non-credit workshops. Employees can also view their current schedule and their course history (previous courses).

Access the log in screen at;

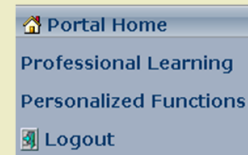
<https://portal.cobbk12.org>.



## Register for a Course:



1. Enter your **Badge ID**.
2. Enter your Password and click the **Log In** Button.
3. Left menu, click **Professional Learning**.



4. Next menu, point to **Staff** and then click **Course Catalog**.



5. A menu with **Subject** area will open. Click **Select** beside a subject area.

	Description
Select	Advanced Learning
Select	ESOL/FL
Select	Technology
Select	Science
Select	Language Arts
Select	Special Student Services
Select	Career, Postsecondary Preparation

6. Click **Select** beside a course to view all sections of the same course being offered.
7. To register for a section, click **Select** on the left side of the section listing. Click the **Register** Button.

## Account Set-up

You are required to complete an account set-up process in order to initiate your login.

Click on the **CCSD Employee Account Setup** link.



Fill in all required fields, using your Badge ID, last four digits of SSN, & birth date.

Click **NEXT**.

**Employee Verification**

BadgeID:

Last 4 digits of SSN:

Date of Birth:   
(mm/dd/yyyy)

Answer two challenge questions, please print this page for your records. **CLICK USER**.

## Contact Information:

Log-in question please contact the **Technology Help Desk at 770-426-3330**.

Other questions about registration or professional learning courses please contact;

[plsystemmanager@cobbk12.org](mailto:plsystemmanager@cobbk12.org)

Professional Learning Department

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