Searching for a Course

Log in to the PL Essentials system using the EGUSD ClassLink Portal.

Search for available courses. There are several ways to search:

1. Basic Search
2. Advanced Search
3. Curriculum Tags
4. CSTPs
5. Search in the PL Essentials Calendar
6. You can also click Show All to browse the entire course catalog of courses that are available to you (based on your district demographics such as location and job classification).

Registering for a Course

Once you have found the course that you wish to register for:

1. Click a course or section title to view additional details. (Click the i icon for a quick preview of section details.)
2. The number of seats available for each section will be displayed.
3. Click Register for the desired section if there are open seats. You can also choose to be added to the waitlist if there are no available seats.
4. Confirm the section information; then select Next to continue registration.
5. If the course offers more than one credit type, you will be prompted to choose the credit type you want to earn for completing the course. Then click Next.
6. Once registration is successful, the confirmation screen will appear.
7. Select My Course List to view a list of courses for which you’ve registered.

Withdrawing from a Course

When you are unable to attend a course that you are registered for, please be sure to withdraw from the course so that any waitlisted staff members will be able to attend. Withdrawing allows any waitlisted staff to be registered, and also gives presenters an accurate count of attendees.

To withdraw:

1. Locate the My Courses channel on the homepage.
2. Click Manage and Withdraw from Courses.
3. Locate the course from which you wish to withdraw and click Actions, then Withdraw.
4. Click Withdraw again to confirm.