



## **Approved Training Sponsor Quick Start Reference Guide to OPDR 7.0**

Hello,

As you may have noticed from the recently mailed out information, or, if you have just navigated to the site and noticed a change, the Oklahoma Professional Development Registry is getting an update to be more user friendly. Even though it may have a new look and feel to it, it is still the same Registry you are familiar with and still works in the same manner. This reference guide is to show you where to login and how to access the menus, so you will be able to seamlessly create your courses and events in the timely manner that is needed for our participants here in Oklahoma to receive the quality professional development that you provide. If you have any questions, or need assistance, do not hesitate to contact me.

Regards,

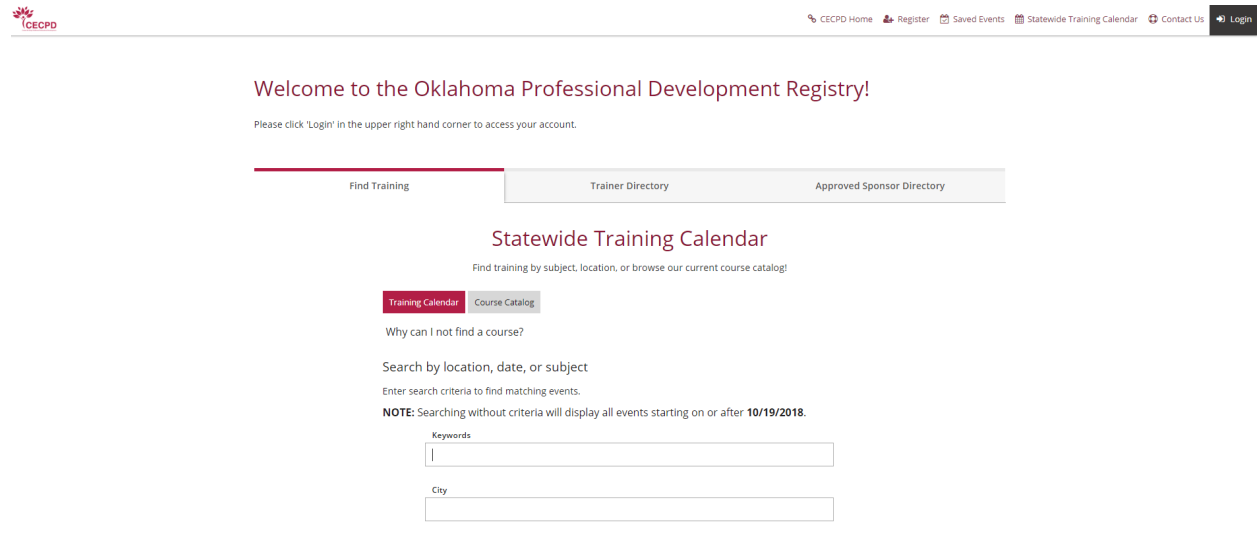
Paul Knowles

405-799-6383

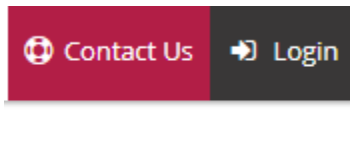
888-446-7608

[paulmknowlesjr@ou.edu](mailto:paulmknowlesjr@ou.edu)

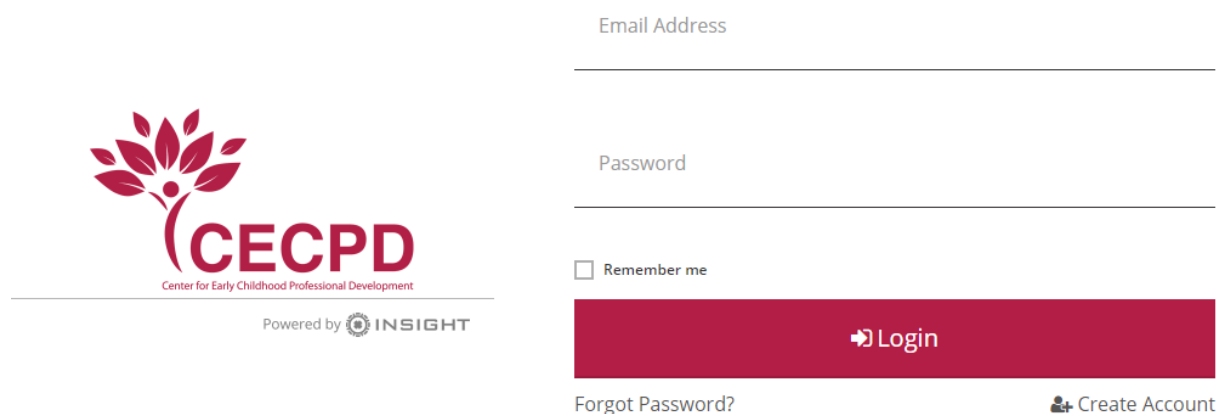
Check out the new look!



You will notice in the upper right-hand corner is where you will log into your account.



Click on the login box and you will now be directed to enter your email address. Remember, this is your unique email address. If you have trouble remembering your password, click on forgot password and you will be directed on how to do that. If you are a training agency that participates in other states' Registry sites, you will need to use the same email and password as they share the same platform. Because of this new password security feature, CECPD no longer has access to your password.



Once you are logged in, you will now see the familiar training entry page.

# Training Entry:

Events Courses

Filter Events New Event

Event ID  Course Title  Event Status

Trainer Name  Sponsor Name  Location Name

City  Date From  Date To  PIF Number

Filter Events Clear Filters

Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.



⚠ Expired 🕒 Not set 👤 Expired Trainer

ID	Date	Course Title	Location/URL	Trainer	Status	PIF Number
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As you can see, the page is essentially the same, except the menu on the left-hand side of the screen is now collapsed.

Training Entry

Events Courses

New Event

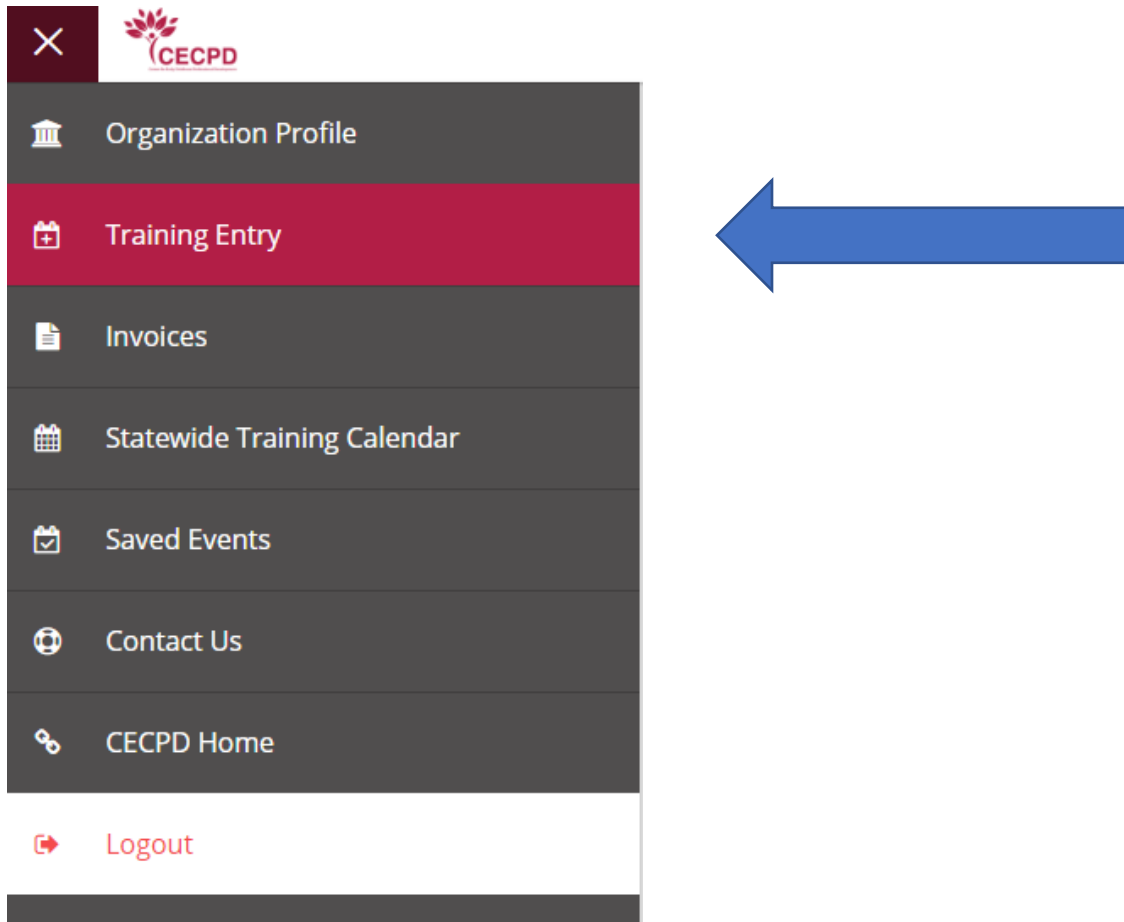
Event ID  Course Title  Event Status

Trainer Name  Sponsor Name  Location Name

City  Date From  Date To  PIF Number

Filter Events Clear Filters

When you move the cursor on to the menu, it will open, and you click on your selected activity.



Create and submit courses and events in the same manner as before.

Contact CECPD if you have questions.