



## Idaho Digital Learning Academy

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Boise, ID 83705  
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<http://www.IdahoDigitalLearning.org>

## Professional Development Individual Enrollee Account Information & Course Selection Form

**Purpose of This Form:** School and School District Administrators can use this form to collect necessary information to create IdahoPD registration accounts for individual enrollees (also known as Household Members.) The administrator can then create the necessary accounts prior to submitting a PO Registration Form to IdahoPD.

### Instructions for Enrollee

- 1) View a complete course catalog at [www.ssreg.com/idahopd](http://www.ssreg.com/idahopd)
- 2) When providing your contact information, please provide the email address and phone number that you would like to use while taking your course. Usually **a personal email and phone number is preferred** to your work information because you may often participate in your course when you are away from work.
- 3) **For any questions** call IDLA at (208) 342-0207 and ask for assistance with Professional Development registration.

### Individual Enrollee

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

*First* \_\_\_\_\_ *Last* \_\_\_\_\_ *Middle* \_\_\_\_\_

Primary Phone #: ( ) \_\_\_\_\_ Secondary Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Primary  Elem. School Teacher  High School Teacher  Principal  Tech Coordinator  Parent  SDE Staff  
Role:  Middle School Teacher  Superintendent  Counselor  Other School Staff  Guardian  \_\_\_\_\_

Do you have a username and password for [www.idahopd.org](http://www.idahopd.org)?  Yes  No  Unsure

### Courses For Enrollee Named Above

1) _____	_____	_____	Price: _____
<i>Course Code</i>	<i>Title</i>	<i>Start Date</i>	
2) _____	_____	_____	Price: _____
<i>Course Code</i>	<i>Title</i>	<i>Start Date</i>	
3) _____	_____	_____	Price: _____
<i>Course Code</i>	<i>Title</i>	<i>Start Date</i>	
			Total + \$ _____

### Locations

#### Online Workshops

Online Workshops are delivered online through Blackboard, IdahoPD's course management system.

#### Online Webinars

Online Webinars are delivered online through IdahoLive, IdahoPD's live virtual classroom.

#### Blended Workshops

Locations and time for the face-to-face portion of blended courses will vary by course, and will be clearly identified in the "Additional Information" section of the course description. Locations for the online portion will be listed in course descriptions, and will either be via Blackboard or IdahoLive as explained above in Online Workshops and Online Webinars.

#### Face-to-Face-Workshops

Locations for Face-to-Face workshops will vary and will be clearly identified in the "Additional Information" section of the course description.

## Technical Requirements

### Online Workshops and Blended Courses

A processor and operating system capable of handling the following software is required:

#### Microsoft Office XP, 2000, 2003, or 2007 including:

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel (for selected courses)

#### Computer Requirements:

- A processor of 1.6 GHz or faster
- A current anti-virus application - updated regularly
- 256MB RAM or greater
- 20 GB hard drive or larger
- 56.6 kbps modem, or High Speed Internet Connection
- Monitor and Video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD ROM
- Inkjet or laser printer
- Internet service provider (ISP) account
- Mozilla Firefox or Microsoft Internet Explorer version 6.0 (later)
- Adobe Reader 6.0 or later
- Microsoft Outlook Express 6.0 or later

### Online Webinars

To participate in online webinars you need a computer with Internet connection, speakers and a telephone or microphone to participate in the audio portion of the webinar. Many find a headset is useful. Also, make sure you run the Setup Wizard to ensure your computer is setup properly to run the webinar: <http://67.202.210.70/wizard/wizard.html?wc=wms.conf>.

## Privacy & Security

### Privacy Policy

This privacy policy sets out how Idaho Online Professional Development through Idaho Digital Learning Academy (IDLA) uses and protects any information that you give IDLA when you use the IdahoPD registration website.

IDLA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

IDLA may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are aware of any changes. This policy is effective starting August, 2009.

### What We Do With Information We Gather

We require information we gather to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new training workshops or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customize the website according to your interests.

### Controlling Your Personal Information

IDLA will not sell, distribute, share or lease your contact information or other personal information you provide to third parties unless we have your permission or are required by law. We may use your personal information to send you correspondence regarding transactions you have initiated or information you have requested, or promotional information regarding upcoming training events.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at [support@idahopd.org](mailto:support@idahopd.org). We will promptly correct any information found to be incorrect.

### Security

IDLA is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.