THE SCHOOL DISTRICT OF
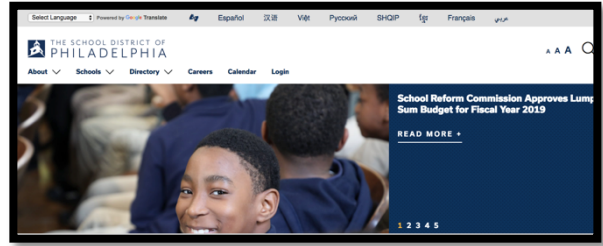**PHILADELPHIA**

1

LOGGING IN and SEARCHING

LOGIN

1. Go to District
   homepage:
       www.philasd.org

2. Login. This will take you to the
   Master Login Screen, "Hollywood Squares."
   Click the Cornerstone square.

3. See the WELCOME PAGE.

For additional support, email: cornerstonehelp@philasd.org

SEARCH:

4. For most of the search options below, you will start on the LEARNER HOME page. You can reach it by clicking the middle blue circle, or from the drop down menu under the LEARNING tab.

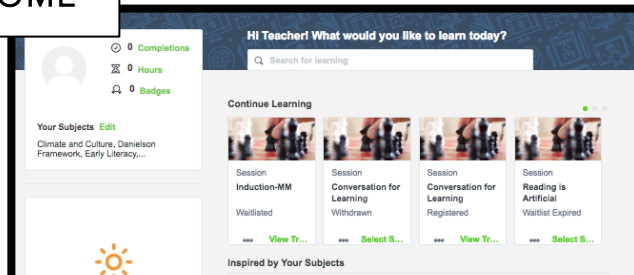**5. Search for an event using one of the following ways:**

Ways to Search for Trainings or Resources:

- LEARNER HOME: Browse through the recommendations made for you.

- If you KNOW THE TITLE, PART OF THE TITLE, or THE SUBJECT: Type it into the search box at the top of Learner Home.

- If you KNOW THE MONTH it is offered: Go to the LEARNING tab. Scroll to EVENT CALENDAR.

- If you don't know any of this information: Click in the empty search box and browse all the trainings and resources available. You can narrow your results using the filter box.

SEE SCREENSHOTS BELOW

For additional support, email: cornerstonehelp@philasd.org
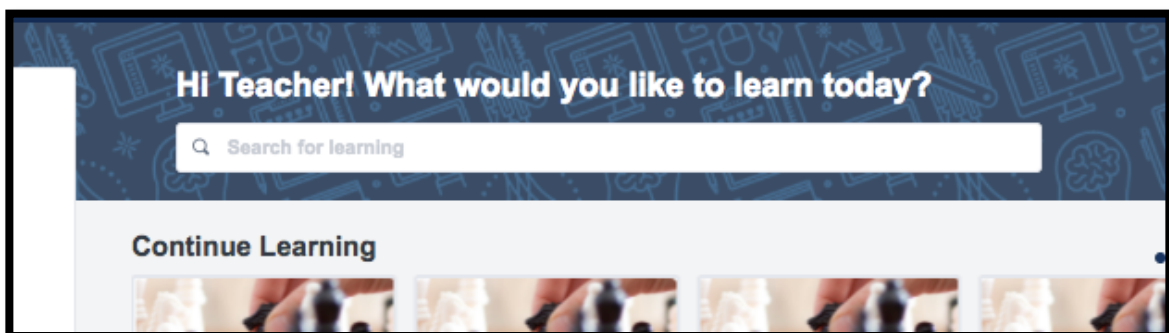
LEARNER HOME

6. You can browse through the suggested events on your LEARNER HOME page, or type (event title, partial title, key word) in the search box.

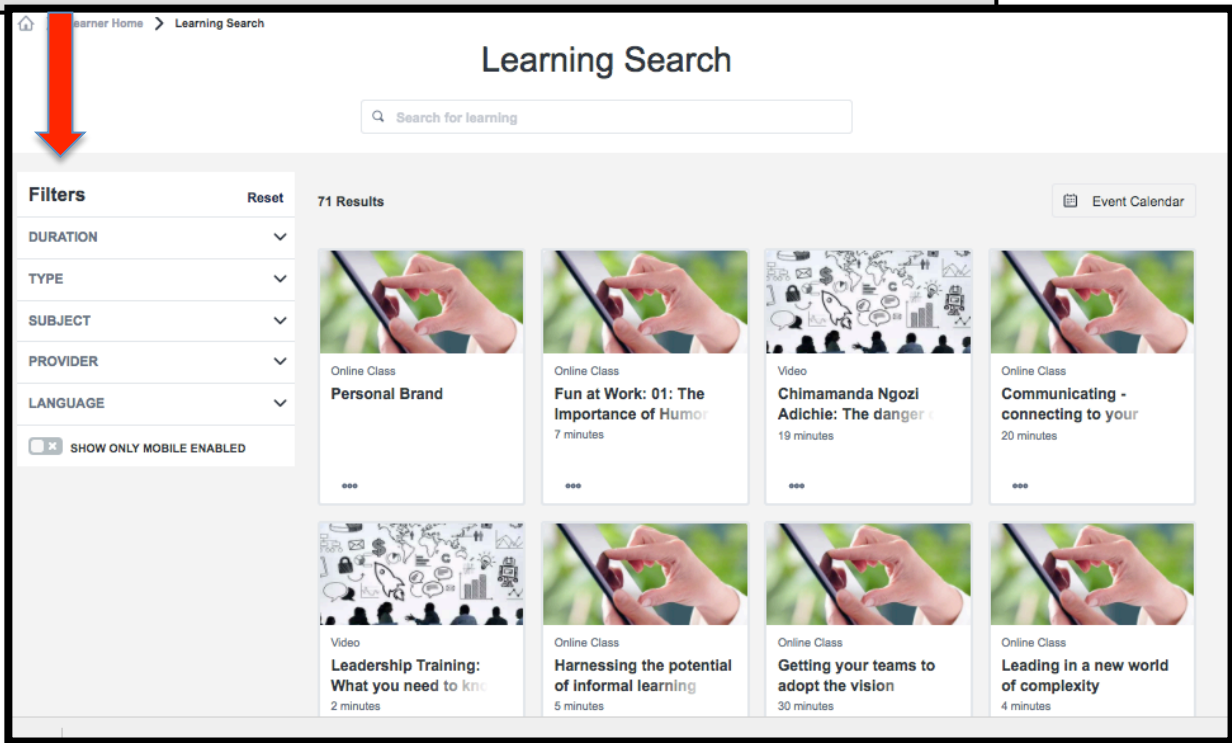EVENTS CALENDAR can be reached from the LEARNING drop down menu.

7. Find the event you want to consider. Click the title of the event.

8. If you do not know anything about a particular event, you can do an ALL SEARCH by clicking in the SEARCH box and hitting RETURN.

Hi Teacher! What would you like to learn today?

Search for learning

Continue Learning

For additional support, email: cornerstonehelp@philasd.org

9. You will be taken to the LEARNING SEARCH page. Here, you will see all the offerings that are available to you. To narrow your results, use the filters.

10. Once you have found an event you want to register for, click on the title. You are now ready to move on with registration. See the next 4 STEPPERS for help with common registration scenarios.

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