



Connect Account Request Form

Professional Development Management Suite (PDMS) aka IPDP Professional Development Scheduler (PDS) aka Events

- This document is a fillable PDF form.
- Complete the document and save a copy using the new account holder's last name as the filename.
- This form must be submitted via a Helpdesk ticket either by the district Superintendent or an individual authorized by the Superintendent to sign on his/her/their behalf.
- **For security reasons, you must submit one form per Helpdesk ticket in order to keep the new account holder's information distinct.**

New Account Holder Information

First and Last Name	
District	
Email Address	
Access Level <i>(indicate Educator or LPDC)</i>	
State Certification Number <i>(e.g. OH7654321)</i>	
Building Assignment	
Title/Position	
Active Directory Username <i>(only applies to districts using their own Active Directory for authentication)</i>	
Is Events access also needed? <i>(indicate Yes/No)</i>	