

HOW TO APPLY FOR A P#



WHO?

Charter school teachers and certified teachers **NOT** currently employed but who reside in St. Johns County School District can request a BusinessPlus User ID.

1

Visit:

<https://externalpd.stjohns.k12.fl.us/ifa7/profdev>

*Please use: Chrome, Safari, or Firefox.

2

Click
"Create New
User"

3

Complete the entire form and click "submit" at the bottom.

- If you are employed with an Educational Organization, please list it here (e.g.; St. Augustine Public Montessori, Island Prep, etc.)
- If you are not currently employed, please type "Not Employed" or "Retired"

*If you are a current employee who will be resigning, provide a PERSONAL email address for communication.

4

The Final Step-You **must** email the Professional Learning Department at professionallearning@stjohns.k12.fl.us to inform them you have submitted an application. Upon approval, you will receive an email with your username.

**FOR ASSISTANCE, CONTACT THE PROFESSIONAL LEARNING DEPARTMENT AT:
LEADERSHIPANDPROFESSIONALLEARNING@STJOHNS.K12.FL.US**