



How to Access and Use the Professional Development Portal

We have an online Professional Development Portal that employees utilize to register for course offerings and receive clock hour documents. These instructions will teach you how access and use that system.

ProDev Emails

- This system sends automated emails, so watch for emails in your inbox from pd@swsd101.org.
- You can use this email to submit questions
- Need help? Contact us:
pd@swsd101.org
360-855-3500

Where Do I Find ProDev?

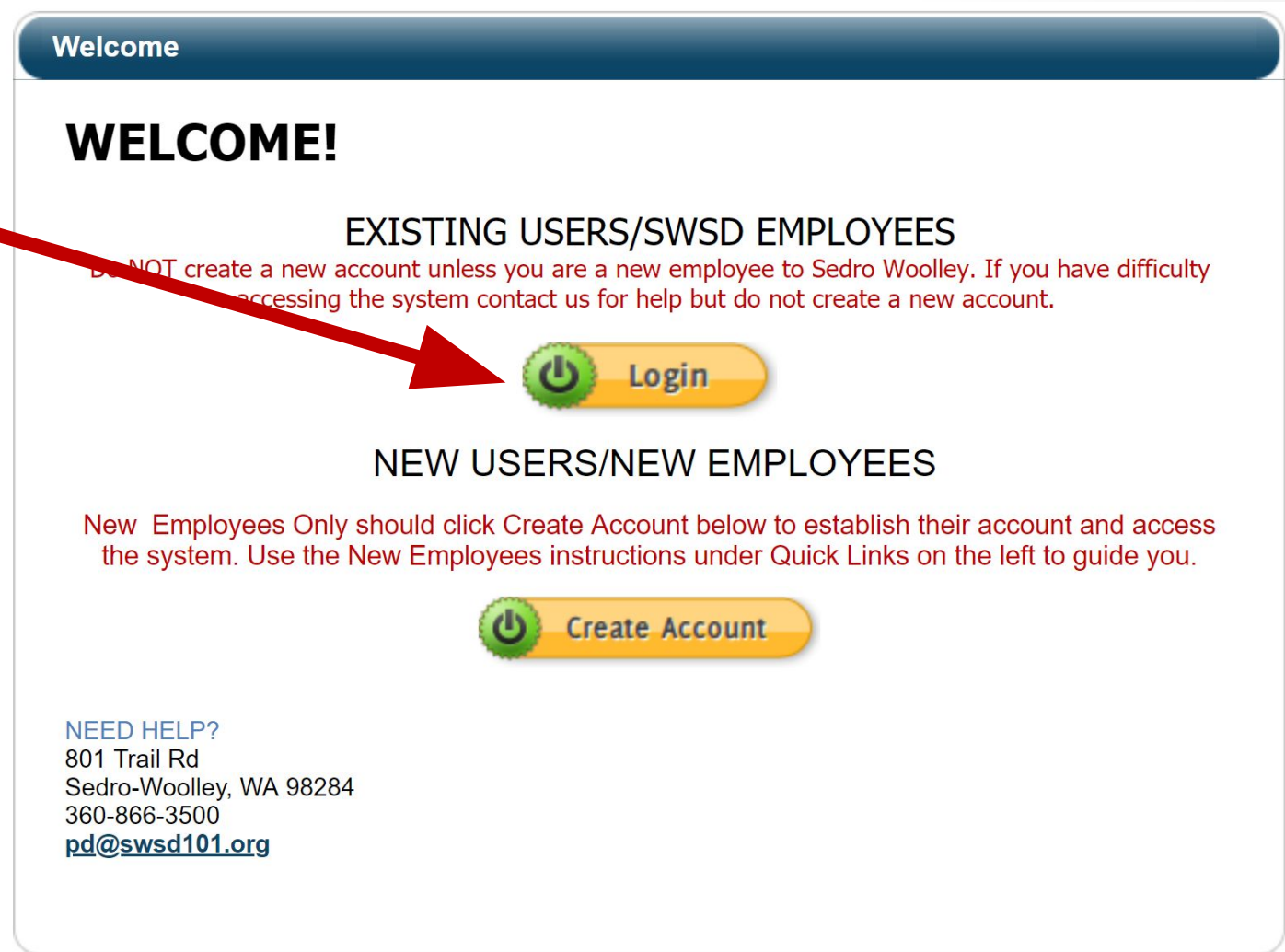
Access the ProDev system from the District website OR

The direct url is: <http://sedrowoolleyprodev.myschooldata.net/>

CREATE YOUR ACCOUNT

Step 1: Click Create Account

If you are a previous employee of the District be sure to check with HR to see if your account is still in the system. In that case you will click Login and log in with your work email and the password you previously established. There is a send password link on the log in page if you do not know your password.




Welcome

WELCOME!

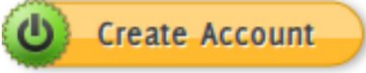
EXISTING USERS/SWSD EMPLOYEES

Do NOT create a new account unless you are a new employee to Sedro Woolley. If you have difficulty accessing the system contact us for help but do not create a new account.

 Login

NEW USERS/NEW EMPLOYEES

New Employees Only should click Create Account below to establish their account and access the system. Use the New Employees instructions under Quick Links on the left to guide you.

 Create Account

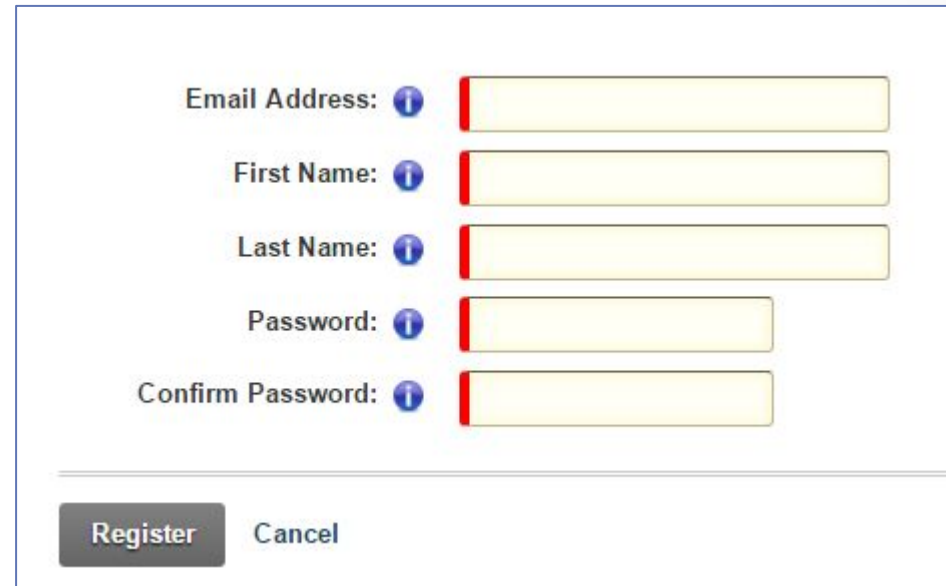
NEED HELP?
801 Trail Rd
Sedro-Woolley, WA 98284
360-866-3500
pd@swsd101.org

COMPLETE REGISTRATION

Step 2: Complete the registration page.

Enter your work email address; first name, last name and a password of at least 8 characters.

Click Register



The registration form consists of five input fields, each with a blue information icon to its left. The fields are: Email Address, First Name, Last Name, Password, and Confirm Password. Below the fields are two buttons: a dark grey 'Register' button and a light grey 'Cancel' button.

Email Address:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

MY RECORDS - PERSONAL INFO

My Courses **My Personal Info** **My Contact Info** **Reports**

Personal Information
Enter your personal information.

User ID is 9
District ID:
Prefix

First Name
Middle Name
Last Name
Suffix

Email
Alt Email

Position Type
Position

Location and Membership

District/Organization
Location/Building
Member Groups (Optional)

Professional Development Instructors
Check the box below if you are a Professional Development Program Instructor.
REGISTER AS INSTRUCTOR?

NEXT

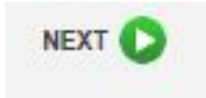
Step 2 – Complete your Personal Info

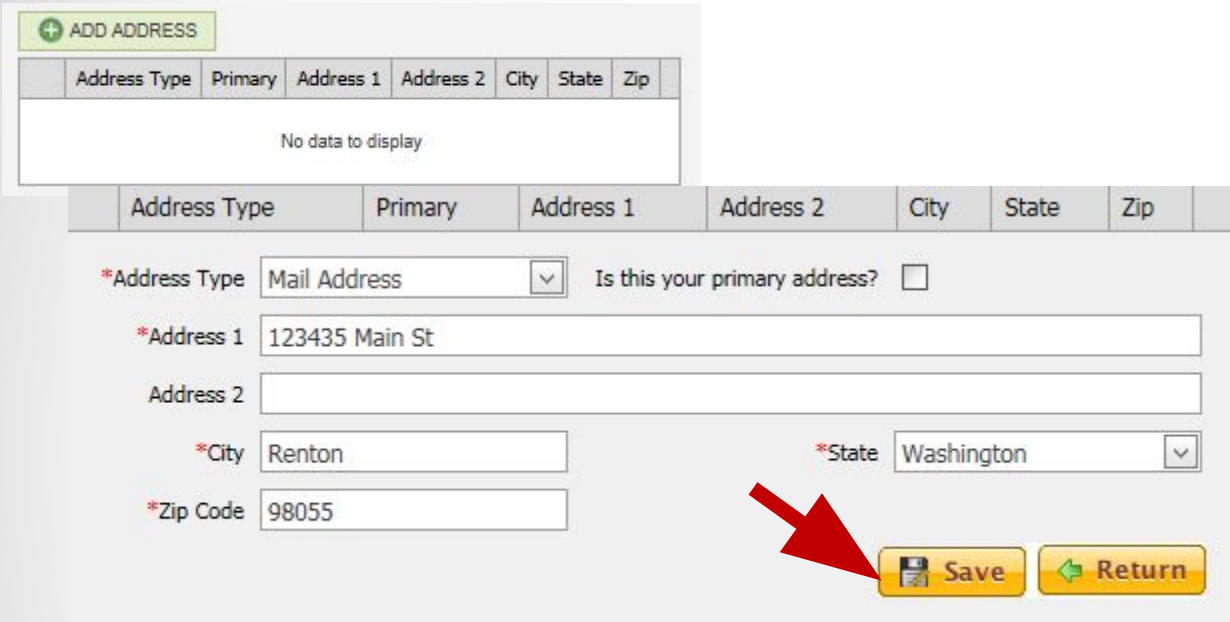
1. Check that your name and email are correct. You may add a Prefix/Suffix.
2. Optionally enter an alternate email.
3. Select your position category (e.g. certificated, classified, administrator)
4. Select your position.
5. Your District should be Sedro-Woolley School District.
6. Select your location. If you have more than 1 location, select your primary location.
7. **ONLY click Register as Instructor if you teach courses in our Pro Dev Program.**
8. Click (bottom right side of the page).



MY RECORDS - CONTACT INFO

Step 3 – Edit Address and Phone Info

1. Click Add Address. Enter your address information and click save.
 - To edit, click the pencil, make changes and click Save.
2. Click Add Phone. Enter your phone information and click save. You may store multiple phone types (cell, home and/or work)
 - To edit, click the pencil, make changes and click Save..
3. Click  (bottom right side of the page).



+ ADD ADDRESS

Address Type	Primary	Address 1	Address 2	City	State	Zip
No data to display						

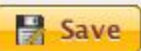

*Address Type: Mail Address Is this your primary address?

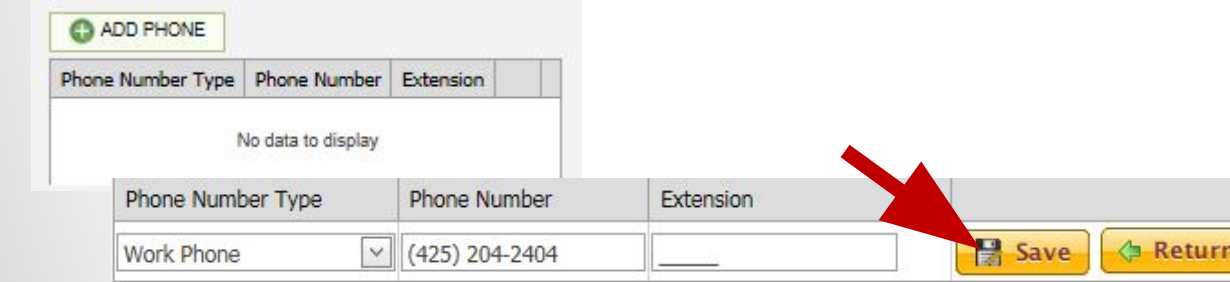
*Address 1: 123435 Main St

Address 2:

*City: Renton *State: Washington

*Zip Code: 98055





+ ADD PHONE

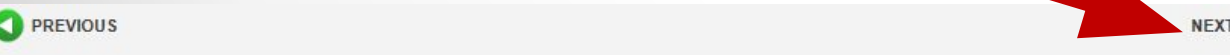
Phone Number Type	Phone Number	Extension
No data to display		



Phone Number Type: Work Phone

Phone Number: (425) 204-2404

Extension:





 

MY RECORDS – ACTIVATE

Finish by Activating your Account!

1. Click the Activate Account button. Your registration will then be complete.
2. You will now be able to use the system.
3. Continue with these instructions to learn how to view and register for available courses.



My Records

My Records Information.
New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations and/or billing. Information will not be shared outside the system.* All fields marked with  are required. Click the  at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.


UPDATES: After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: Course Enrollment, Personal Info, Contact Info, Instructors (if applicable) and Reports. Click on a tab to view or update your information.

Profile is Complete. Click the button below to continue to Course Registration.
This screen is confirming that you have completed the Profile activity. You may now proceed to Course Registration.

You may return to My Records at any time by selecting that item from the menu. In My Records you will be able to edit your personal and contact information; and you will now be able to view a record of your course registrations and obtain reports from the system.

 PREVIOUS  **Activate Account**

Course Registration – Finding Courses

After you activate your account, click **Course Registration** in the top menu. Instructions are on each page. Look for the help icon  for detailed assistance.

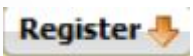
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

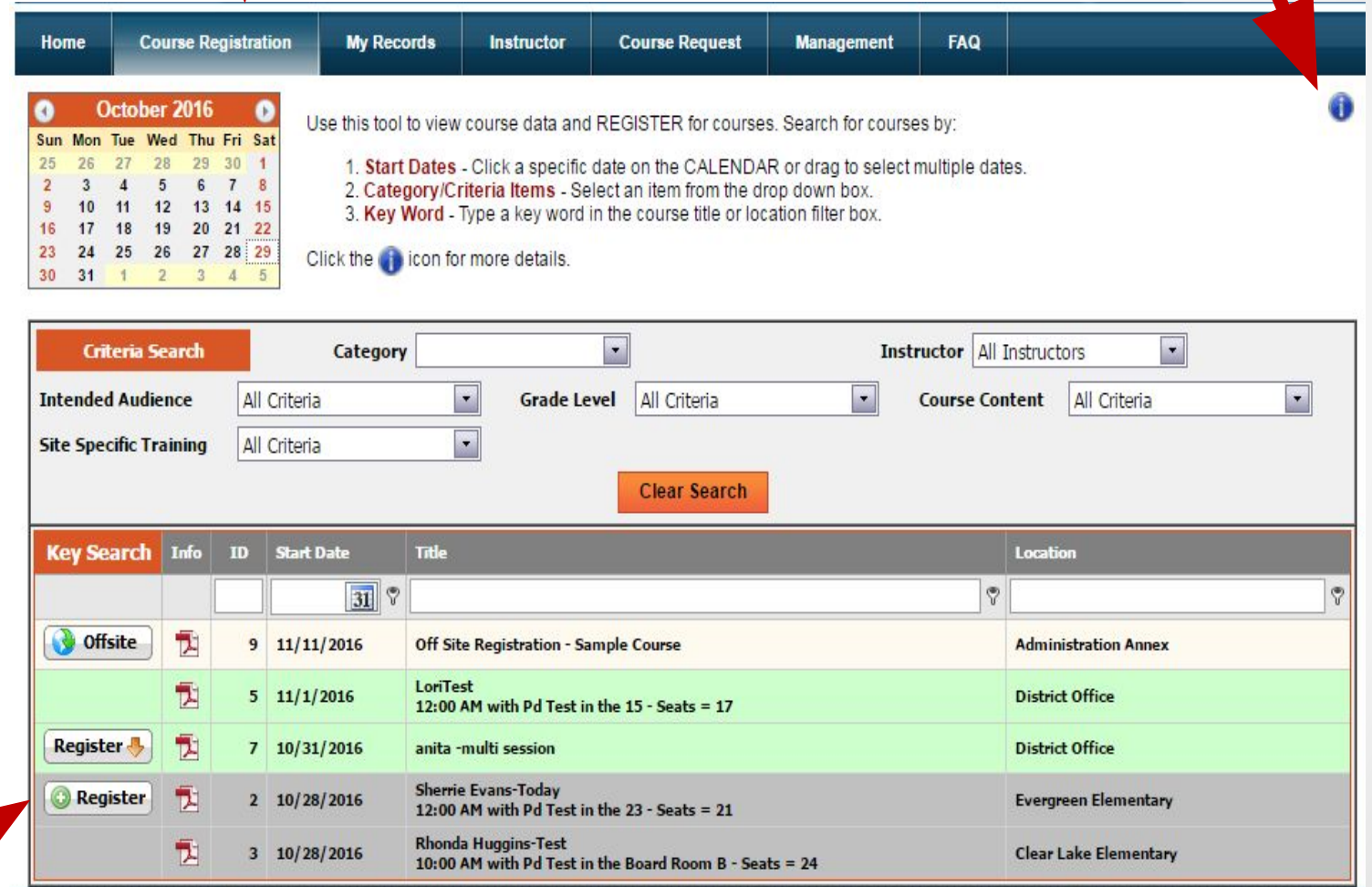


Multiple Sessions



For multiple session courses, clicking Register will display the sessions. You can choose to register for all or some sessions.

CLICK REGISTER TO BEGIN!




Home Course Registration My Records Instructor Course Request Management FAQ

October 2016

Use this tool to view course data and REGISTER for courses. Search for courses by:

1. **Start Dates** - Click a specific date on the CALENDAR or drag to select multiple dates.
2. **Category/Criteria Items** - Select an item from the drop down box.
3. **Key Word** - Type a key word in the course title or location filter box.

Click the  icon for more details.

Criteria Search

Category Instructor All Instructors



Intended Audience All Criteria Grade Level All Criteria Course Content All Criteria

Site Specific Training All Criteria


Clear Search

Key Search	Info	ID	Start Date	Title	Location
			<input type="text"/>	<input type="text"/>	<input type="text"/>
		9	11/11/2016	Off Site Registration - Sample Course	Administration Annex
		5	11/1/2016	LoriTest 12:00 AM with Pd Test in the 15 - Seats = 17	District Office
Register		7	10/31/2016	anita -multi session	District Office
Register		2	10/28/2016	Sherrie Evans-Today 12:00 AM with Pd Test in the 23 - Seats = 21	Evergreen Elementary
		3	10/28/2016	Rhonda Huggins-Test 10:00 AM with Pd Test in the Board Room B - Seats = 24	Clear Lake Elementary

Course Registration – REGISTER!

1-Course Information. You will see the first page of the course registration process, where you can verify that you have selected the correct course. You can also see if a Wait List exists for this course. You can still register even if a Wait List exists. If persons cancel or the seat count is raised, you will be notified if you are enrolled. Click  if you do not wish to continue; or CLICK  to go to the next page

1-Course Information

You have chosen to register for the following course and/or sessions. If you have made an error, click CANCEL at the bottom left of the screen. 



Course ID: 2
Course Title: Sherrie Evans-Today
Location: Evergreen Elementary

If the number of seats available is blank there is no Wait List for this course.


If the number of seats is negative, a Wait List exists. You may still register for this course. As persons cancel or the seat count is increased, the system will automatically register the next person on the Wait List.

Wait	Seats	Title	Date	Starting	Ending	Room
	21	Session 1 - adsafdsa	10/28/2016	12:00 AM	12:00 AM	23

If you are satisfied that the information above is correct and would like to proceed with registration, click Continue.

Course Registration

2-Credit Hours. On this page you will select the types of credits you wish to register for, Clock or Non-Clock. Only the types shown are available for this specific course. **1)** Modify the number of hours you wish to register for in the “Requested” column for that credit type if needed. **2)** Click  to complete your registration activity; or **3)** you may also click to cancel your registration.



2-Credit Hours

Course ID: 2 Course Title: Sherrie Evans-Today

COMPLETE THESE 2 STEPS TO REGISTER!



1. Click into the Requested box and enter the number of credits you are registering for.
2. Click the Submit Registration button at the bottom.

Failure to complete all steps will result in your status showing as canceled. Only if you do not wish to proceed, then click the Delete Registration Details to cancel.

1. Enter Requested Credits in the "Requested" field.

Credit Type	Available	Requested	Provider
Clock Hours	6.00	<input type="text" value="6.00"/>	Sedro-Woolley School District

Either **SUBMIT REGISTRATION** to complete your registration or click **Cancel Registration Details** to clear the information. After you click **Submit Registration** the system will send you a confirmation email.

Course Confirmation

Confirmation. After submitting your registration a confirmation page will appear and you will receive a confirming email. The confirmation page provides you with options to return to menus in the system and/or logoff.

Course Confirmation Complete

Course ID: 13 Course Title: Betsy TESTING the HRM+

Click one of the buttons below to proceed or log off the system.

Go to Course Registration

Go to My Records

Logoff Prodev System

Print Course Information

Important Clock Hour Details

Issuance of clock hour credit is governed by Washington State law!

Clock hours cannot be earned unless all the following have occurred:

- Completed hours must be 3.0 or higher.
- Your attendance must be verified by the instructor. You will receive an email when this occurs.
- You must complete an evaluation for the course within **15 days** of the end date of the course. This is done in **My Records, My Courses** (instructions follow).

You will not be able to go back later to print out clock hours through this system if you have not completed the evaluation within (15) days. No exceptions.

MY RECORDS

Click My Records from the Main Menu to access your information as shown in the example below.

There are 5 tabs in My Records:

1. **My Courses**
2. **Personal Info**
3. **Contact Info**
4. **Instructor Info**
(visible only to instructors)
5. **My Reports**

Use this information to identify the icons shown on this page.

Course Information Email Instructor Evaluation Due Evaluation Due Date Missed Cancel Course

STA is the last column = Course Status:

Pending Return to Registration and register again. Enrolled You are enrolled and expected to attend. Canceled You have canceled your registration. Wait List Do not attend unless you are notified a seat becomes available & you are enrolled. Combo Sessions are a combo of enrolled & Wait List.

When multiple pages of courses display, click the ... at the end to display all courses.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
		31							
↓	5	11/1/2016	LoriTest 12:00 AM with Pd Test in the 15	District Office	📄	✉		🗑	✅
↓	3	10/28/2016	Rhonda Huggins-Test 10:00 AM with Pd Test in the Board Room B	Clear Lake Elementary	📄	✉	📅		✅
↓	2	10/28/2016	Sherrie Evans-Today 12:00 AM with Pd Test in the 23	Evergreen Elementary	📄	✉	📅		✅

Instructions are provided on the following pages for all 5 tabs.

My Records – My Courses

My Courses displays information regarding courses you have registered for and cancelled from. You will complete your course evaluation from this screen and can email the instructor.

- In the Grid you can search for your courses by ID, Start Date, key word in the course title or location.
- Click the Info pdf icon to view/print a complete course information report or Click the Email icon to email the instructor.
- Eval. Click the document icon to complete the course evaluation.
- Up to the course start date you may click the trash can icon to Cancel your course registration. After that you must contact the Pro Dev Office.
- Sta: This column shows the status of your enrollment, either Enrolled, Cancelled or on the Wait List.

EVALUATION: The evaluation icon will not appear until the day the last day of the course. Hovering over the document icon will display the evaluation due date. **If you fail to do the evaluation by the due date, a warning icon will appear and you will not be eligible to receive clock hours for this course.**

The screenshot shows the 'My Courses' interface. At the top, there are tabs for 'My Courses', 'My Personal Info', 'My Contact Info', and 'Reports'. Below the tabs, there is a legend for icons: Course Information (document), Email Instructor (envelope), Evaluation Due (calendar), Evaluation Due Date Missed (warning triangle), and Cancel Course (trash can). A note states 'STA is the last column = Course Status:'. Below this, there are status icons: Pending (dotted circle), Enrolled (green checkmark), Canceled (red X), Wait List (yellow warning triangle), and Combo (blue circle). A note explains the Combo status: 'Sessions completed, enrolled & Wait List.'. A red arrow points to the 'Info' column header. Another red arrow points to the 'Info' icon in the first row. A third red arrow points to the 'Eval' icon in the first row. A fourth red arrow points to the 'Cancel' icon in the first row. A fifth red arrow points to the 'Sta' icon in the first row. A sixth red arrow points to the 'Sta' icon in the second row. A seventh red arrow points to the 'Sta' icon in the third row. A red arrow on the left points to the first row of the table.

ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
5	11/1/2016	LoriTest 12:00 AM with Pd Test in the 15	District Office					
3	10/28/2016	Rhonda Huggins-Test 10:00 AM with Pd Test in the Board Room B	Clear Lake Elementary					
2	10/28/2016	Sherrie Evans-Today 12:00 AM with Pd Test in the 23	Evergreen Elementary					

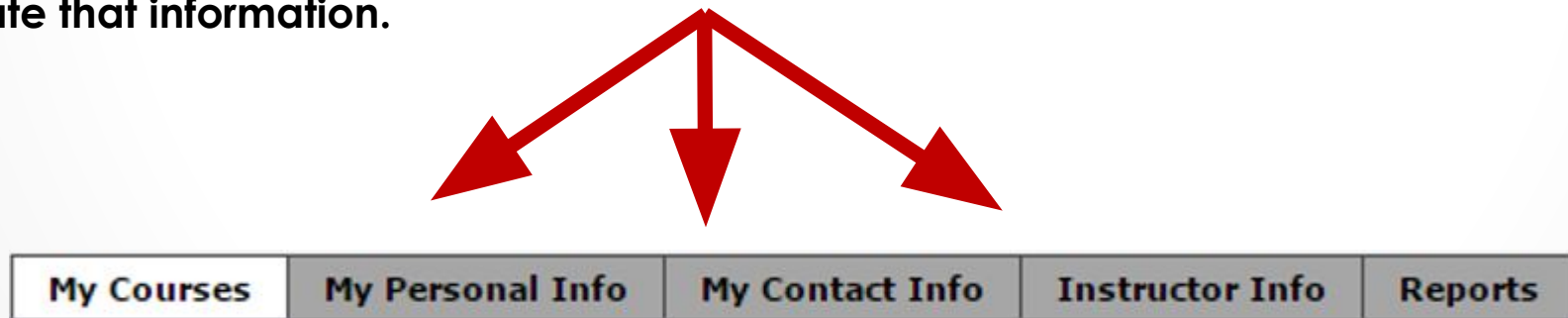
My Records – Updating Information

You may return to My Records at any time to update your information.

Click Personal Info to update your name, email address, position, location or password.

Click Contact Info to update your address or phone information.

Click Instructor Info ONLY if you are a Pro Dev instructor for Sedro-Woolley School District and wish to update that information.



My Records – My Reports

Click into the drop down box to view/print:

1. Sedro-Woolley Professional Development Transcript

After you select your report type, click **PREVIEW** to see that report. For the Attendance Certificate report you will also first select that course.

The screenshot shows a web interface with a navigation bar at the top containing tabs: "My Courses", "My Personal Info", "My Contact Info", "Instructor Info", and "Reports". The "Reports" tab is active. Below the navigation bar is a text box with instructions: "Click into the drop down box to select the desired report. Click the pdf output option. For some reports you will also select the course. If your course does not appear in the drop down box, click on the My Courses tab to complete the course evaluation. The instructor must have verified your attendance and you must complete the evaluation before you can print an attendance certificate, clock hour or transcript report for a course." Below the instructions are two dropdown menus. The first is labeled "Select Report:" and has a dropdown menu open showing three options: "Sedro-Woolley Professional Development Transcript" (highlighted in blue), "Sedro-Woolley Individual Course Clock Hour Report", and "Sedro-Woolley Professional Development Transcript" (highlighted in orange). A red arrow points to the orange-highlighted option. Below this is a "Select Course:" dropdown menu which is currently empty. At the bottom of the form, there is a "Select Output" section with three radio buttons: "PDF" (selected), "XLS", and "HTML". To the right of these buttons is a yellow "Preview" button with a magnifying glass icon. A red arrow points to the "Preview" button.

Instructions are provided on the screen if your report is not accessible to you.

Need HELP?

360-855-3500

Or email at pd@swsd101.org