



Announcing our NEW Professional Development Portal!

We have a new online Professional Development Portal. It is important that all employees review this information and take action as indicated.

- Login to your account
- Register for Courses

Review this information for detailed instructions.

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/>

LOGIN TO YOUR ACCOUNT

Step 1: Login

PLEASE NOTE:


**All employees have been
preloaded into the system
(DO NOT CREATE ACCOUNT!)**

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 YOUR LOGIN

Step 1 – Continued...

Complete the LOGIN

1. Enter your Sedro-Woolley work email address.
2. Enter the temporary password provided to you.
3. If you do not remember the password, enter your email and click the Send Password link at the bottom.
4. Click LOGIN



The screenshot shows the login page for the Sedro-Woolley School District. The header features the district's logo and name. Below the header is a navigation bar with links for Home, Course Registration, and FAQ. The main content area contains a login form with two input fields: 'Enter Your Email Address' and 'Enter Your Password'. Below these fields is a checkbox labeled 'Remember Login'. A 'Login' button is positioned below the checkbox, and a 'Send Password' link is at the bottom of the form. Red arrows point to each of these four elements. To the right of the form is a 'Login Instructions' box containing text about account creation and password recovery.

Sedro-Woolley School District

Home Course Registration FAQ

Enter Your Email Address

Enter Your Password

☐ Remember Login

Login

[Send Password](#)

Login Instructions

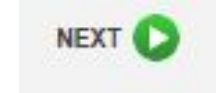
Login Instructions:

Enter your username and password you used to create your account. Then click the Login button to enter the Professional Development management system.

If you do not remember your password or username, click [Send Password](#) (under the Login Button) and your password and username will be sent to the email address you used to create your account.

MY RECORDS - PERSONAL INFO

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 location 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 Courses

My Personal Info

My Contact Info



Reports


Personal Information


Enter your personal information.


User ID is 9



District ID:


Prefix  None 


First Name  Pd



Middle Name 



Last Name  Tester

Suffix  None 



Email  PDTester@hnmplus.net



Alt Email 


Position Type  Certificated 

Position  Teacher 

Location and Membership


District/Organization  Sedro-Woolley School District 


Location/Building  District Office 

Member Groups (Optional) 

Professional Development Instructors


Check the box below if you are a Professional Development Program Instructor.

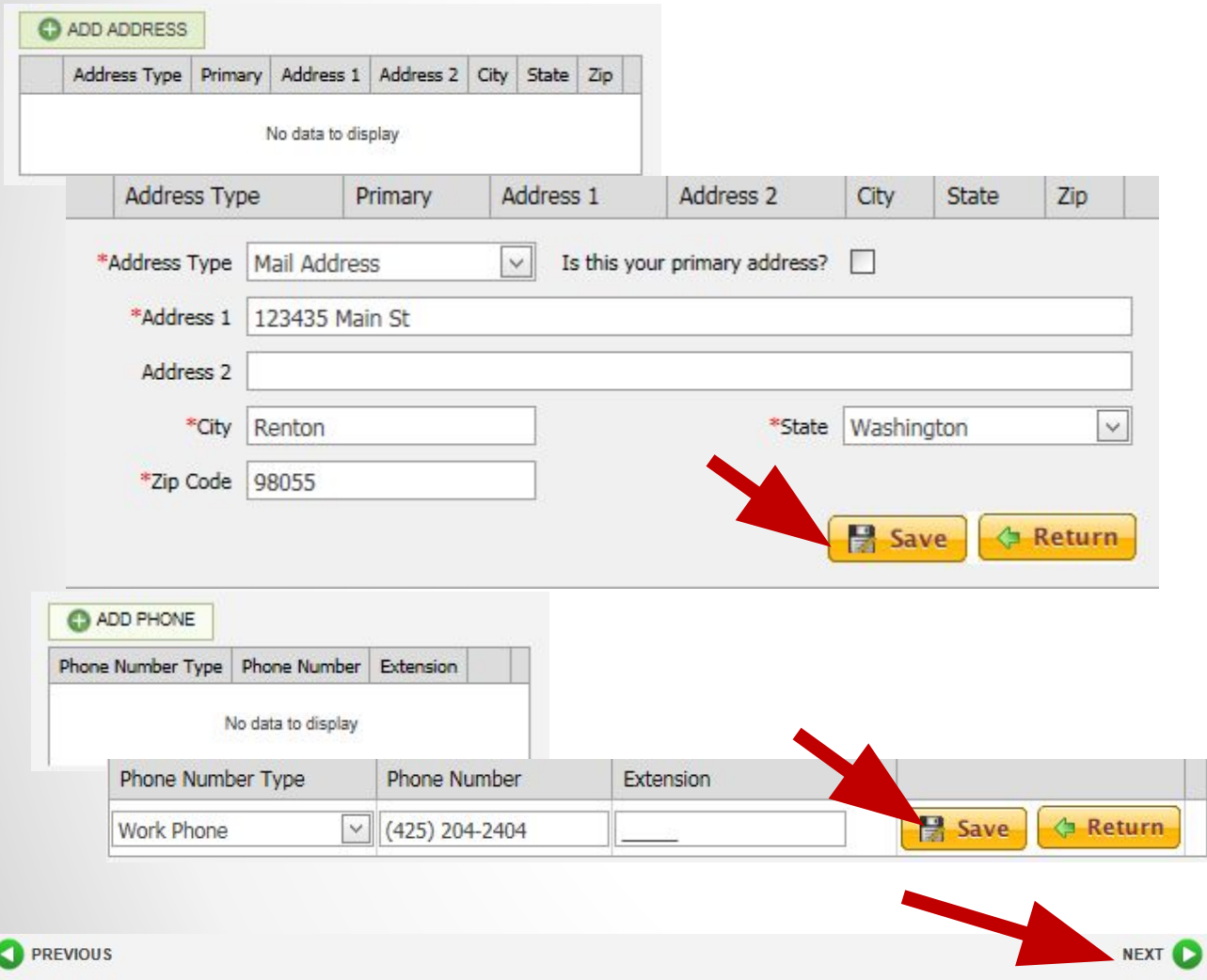
REGISTER AS INSTRUCTOR?  ☐

NEXT 

MY RECORDS - CONTACT INFO

Step 3 – Edit Address and Phone Info

1. Your address information should be displayed
 - Click the pencil to edit if needed. Click SAVE.
2. Your phone information should be displayed
 - Click the pencil to edit if needed. 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						

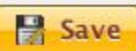

*Address Type: Mail Address (dropdown) Is this your primary address? ☐

*Address 1: 123435 Main St

Address 2:

*City: Renton *State: Washington (dropdown)



*Zip Code: 98055



 Save  Return

+ ADD PHONE

Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type: Work Phone (dropdown) Phone Number: (425) 204-2404 Extension:

 Save  Return

 PREVIOUS  NEXT



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**

8

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

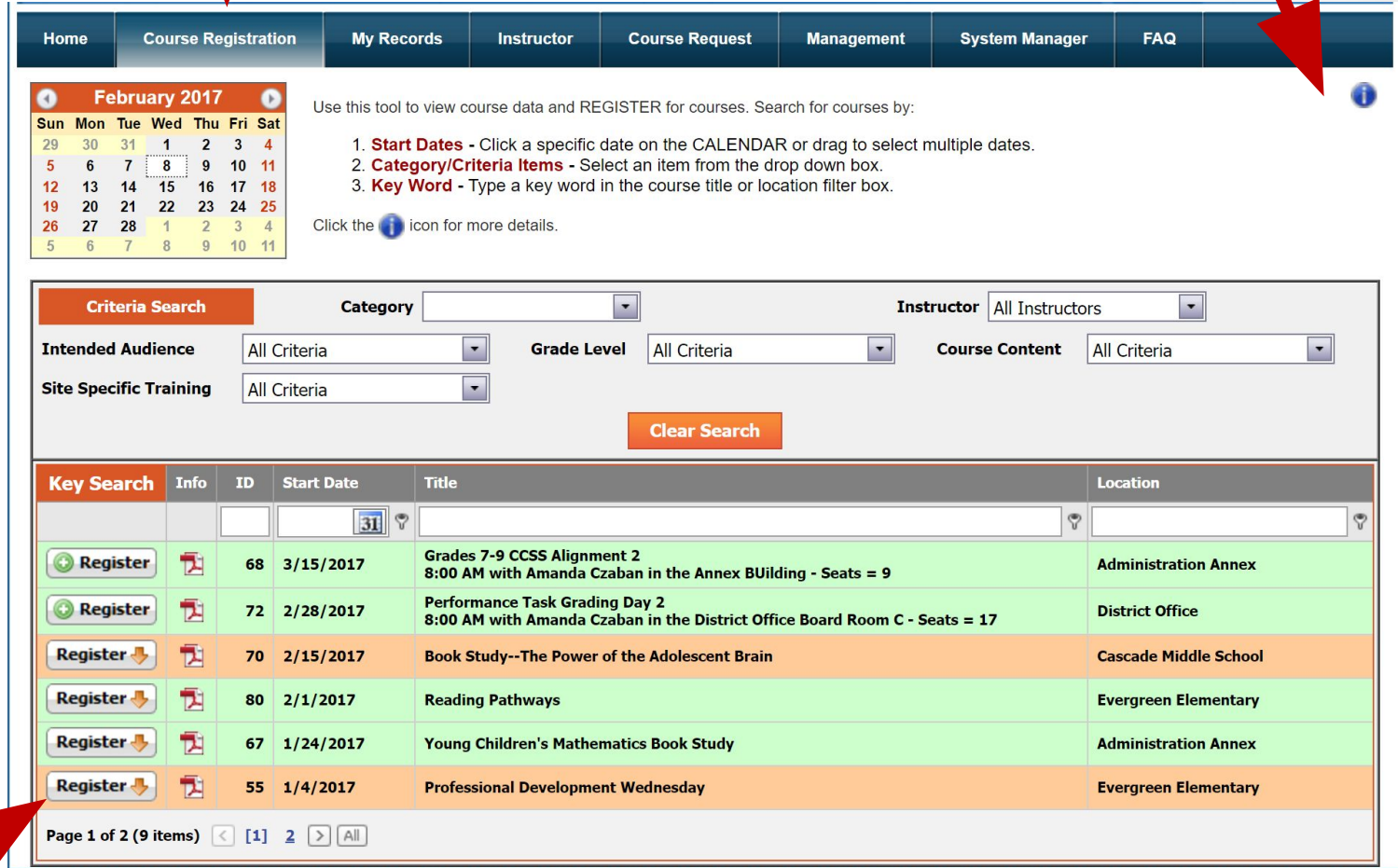


Multiple Sessions

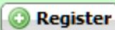

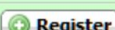

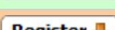

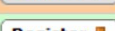

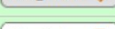

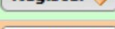



For multiple session courses, clicking Register will display the sessions. You can choose to register for all or some sessions.

CLICK REGISTER TO BEGIN!



The screenshot shows the Course Registration interface. At the top is a navigation menu with links: Home, Course Registration, My Records, Instructor, Course Request, Management, System Manager, and FAQ. A red arrow points to the 'Course Registration' link. Below the menu is a calendar for February 2017. To the right of the calendar are instructions: '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.' Below these instructions is a 'Criteria Search' section with dropdown menus for Category, Instructor (set to 'All Instructors'), Intended Audience, Grade Level, Course Content, and Site Specific Training. A 'Clear Search' button is also present. The main section is a table of search results with columns: Key Search, Info, ID, Start Date, Title, and Location. A red arrow points to the 'Register' button in the first row of the table. The table contains six rows of course data.


Key Search	Info	ID	Start Date	Title	Location
		68	3/15/2017	Grades 7-9 CCSS Alignment 2 8:00 AM with Amanda Czaban in the Annex Building - Seats = 9	Administration Annex
		72	2/28/2017	Performance Task Grading Day 2 8:00 AM with Amanda Czaban in the District Office Board Room C - Seats = 17	District Office
		70	2/15/2017	Book Study--The Power of the Adolescent Brain	Cascade Middle School
		80	2/1/2017	Reading Pathways	Evergreen Elementary
		67	1/24/2017	Young Children's Mathematics Book Study	Administration Annex
		55	1/4/2017	Professional Development Wednesday	Evergreen Elementary

Page 1 of 2 (9 items) < [1] 2 > All

Course Registration

1. 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 cancels or the seat count is raised, you will be notified if you are enrolled.
2. Select the types of credits you wish to register for, Clock or Non-Clock. Only the types shown are available for this specific course. Modify the number of hours you wish to register for in the "Requested" column for that credit type if needed.

Course Confirmation

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: 68 **Location:** Administration Annex

Course Title: Grades 7-9 CCSS Alignment 2

If the number of seats available is blank there is no Wait List for this course. If the number 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. If you do not wish to continue with the registration, click CANCEL at the bottom left of the screen.

Wait	Seats	Title	Date	Starting	Ending	Room
	9	Session 2	3/15/2017	8:00 AM	3:00 PM	Annex BUilding

The grid below displays the types of credits offered for this course. Click into the Requested box and enter the number of credits you are registering for. Repeat this for each credit type you desire.

Select Credit Type(s)

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

When you complete your registration an ics file will automatically download. You can open that file and add this course to your personal calendar.



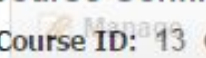
CANCEL REGISTRATION



SUBMIT REGISTRATION

Course Confirmation

Confirmation. After submitting your registration a confirmation page will appear and you will receive a confirmation 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).

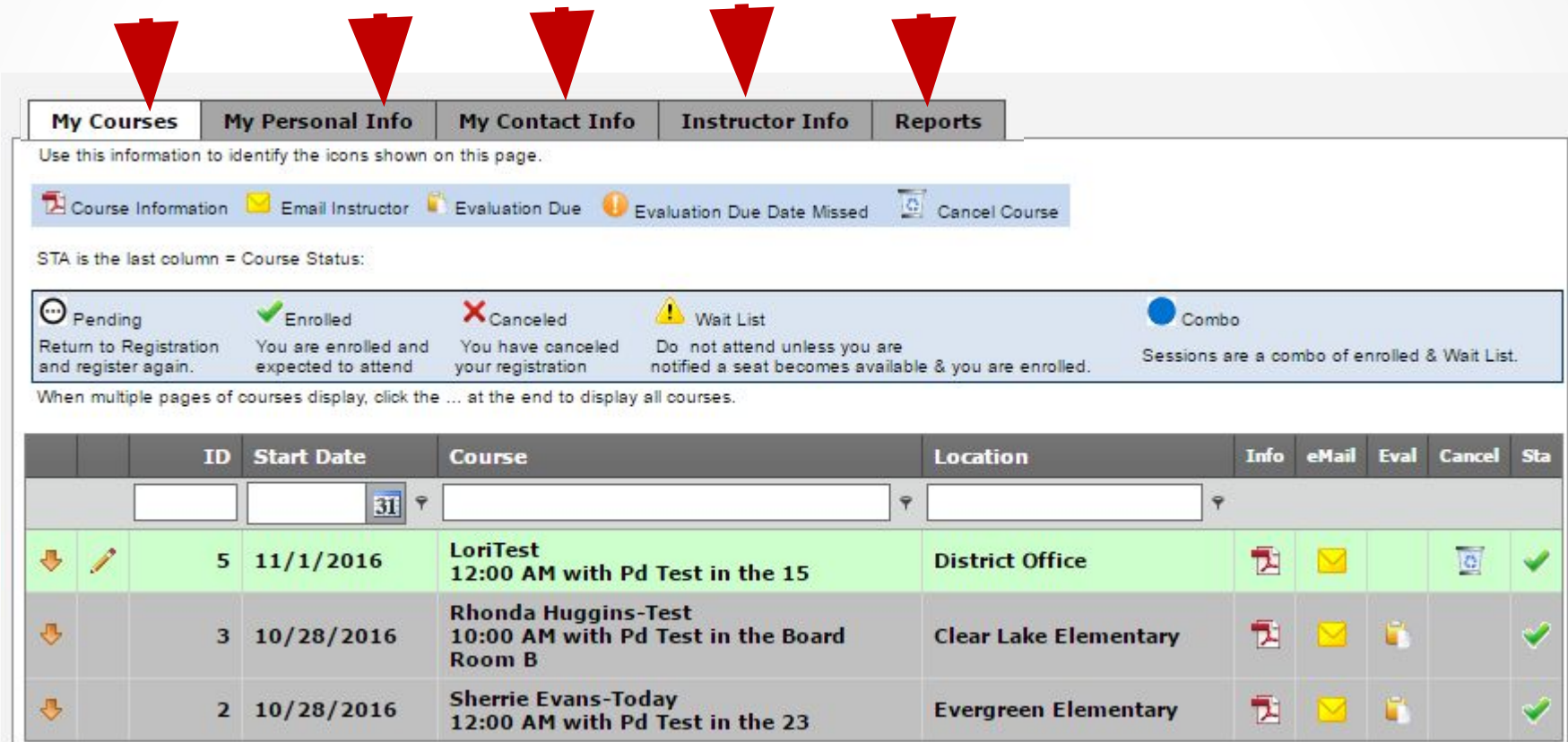
You will not be able to go back later to print out clock hours through this system if you have not completed the evaluation within (15) days. No exceptions.

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.**

My Courses My Personal Info My Contact Info 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 Enrolled Canceled Wait List Combo

Return to Registration and register again. You are enrolled and expected to attend You have canceled your registration Do not attend unless you are notified a seat becomes available & you are enrolled. Sessions completed 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					

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.

My Courses

My Personal Info

My Contact Info

Instructor Info

Reports

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.

Select Report:

Sedro-Woolley Professional Development Transcript

Sedro-Woolley Individual Course Clock Hour Report

Sedro-Woolley Professional Development Transcript

☐ Search Criteria

Select Course:

Select Output

☒ PDF ☐ XLS ☐ HTML

Preview

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