



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@swsd.k12.wa.us.
- You can use this email to submit questions
- Need help? Contact us:
pd@swsd.k12.wa.us
360-855-3500

Where Do I Find ProDev?

Access the ProDev system from the District website OR

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

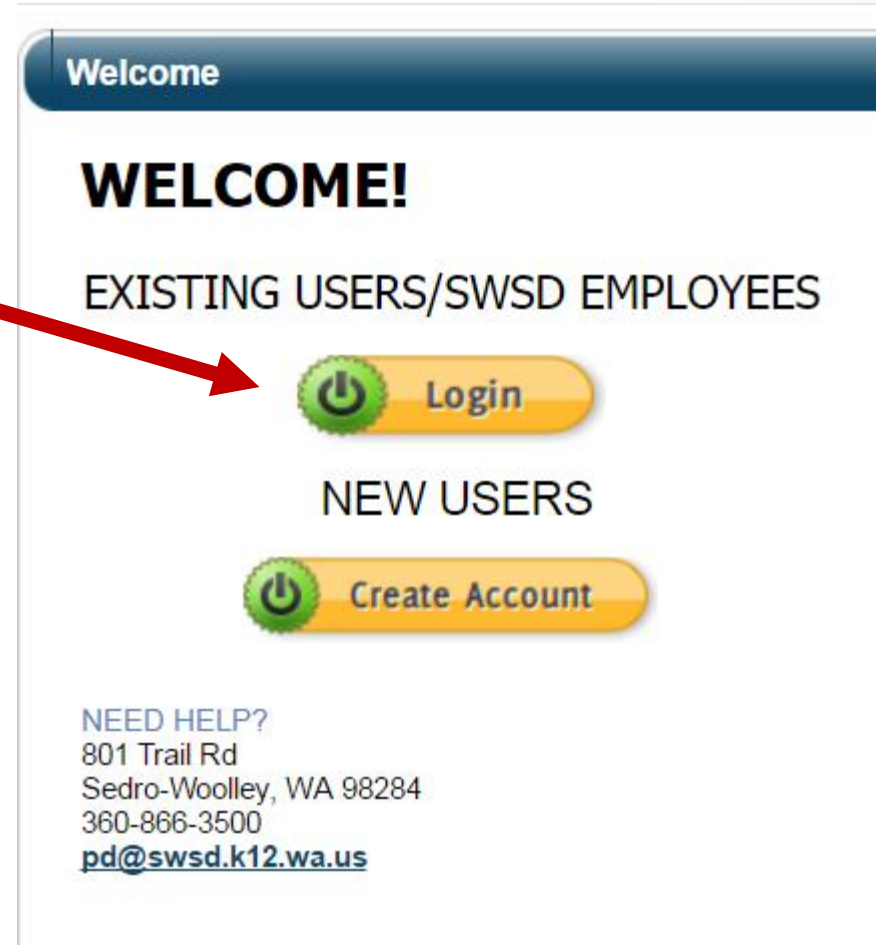
LOGIN TO YOUR ACCOUNT

Step 1: Login

PLEASE NOTE:

All employees have been preloaded into the system


(DO NOT CREATE ACCOUNT!)




Welcome

WELCOME!

EXISTING USERS/SWSD EMPLOYEES

 Login

NEW USERS

 Create Account

NEED HELP?
801 Trail Rd
Sedro-Woolley, WA 98284
360-866-3500
pd@swsd.k12.wa.us

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 Sedro-Woolley School District. At the top, there is a blue header with the school district 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 the following elements:


- Enter Your Email Address: A text input field with a red arrow pointing to it.
- Enter Your Password: A text input field with a red arrow pointing to it.
- Remember Login: A checkbox with the text "Remember Login".
- Login: A button with the text "Login" and a red arrow pointing to it.
- Send Password: A link with the text "Send Password" and a red arrow pointing to it.

On the right side of the page, there is a "Login Instructions" box with the following text:

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

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 

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 Is this your primary address?

***Address 1** 123435 Main St

Address 2

***City** Renton ***State** Washington

***Zip Code** 98055

 Save  Return



+ ADD PHONE

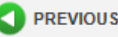

Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type: Work Phone

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**

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.

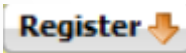
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

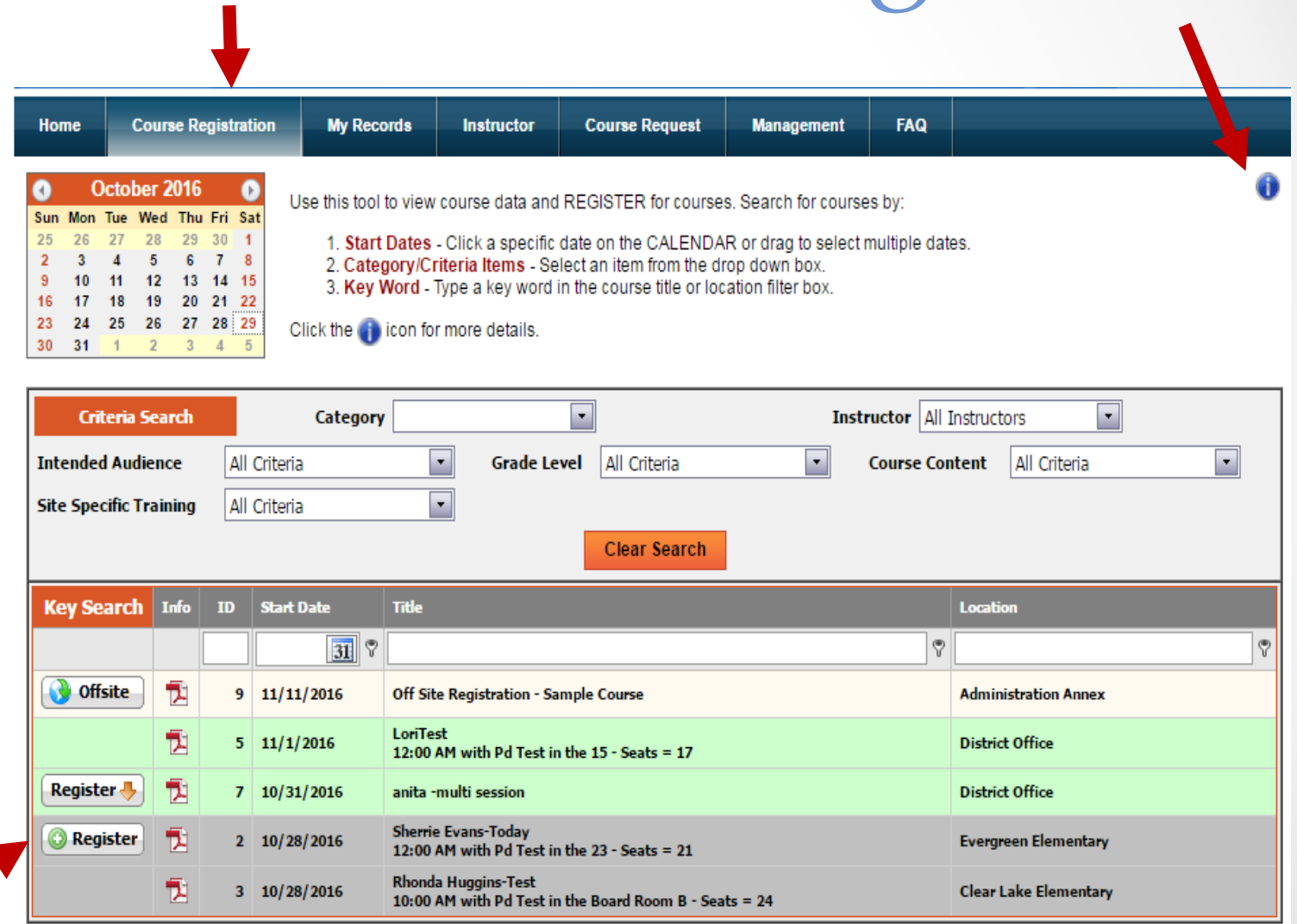


Multiple Sessions



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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

Intended Audience Grade Level Course Content


Site Specific Training

Key Search	Info	ID	Start Date	Title	Location
			<input type="text" value="31"/>	<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
<input type="button" value="Register"/>		7	10/31/2016	anita -multi session	District Office
<input type="button" value="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.

 CANCEL REGISTRATION

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 **Delete 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 **10 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 (10) 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 (pdf icon), Email Instructor (envelope icon), Evaluation Due (document icon), Evaluation Due Date Missed (warning icon), and Cancel Course (trash can icon). Below the legend, there is a section for 'STA is the last column = Course Status:' with icons for Pending (dotted circle), Enrolled (green checkmark), Canceled (red X), Wait List (yellow warning triangle), and Combo (blue circle). Below this, there is a table with columns: ID, Start Date, Course, Location, Info, eMail, Eval, Cancel, and Sta. The table contains three rows of course information. A red arrow points to the first row of the table. Another red arrow points to the 'Info' column header. A third red arrow points to the 'eMail' column header. A fourth red arrow points to the 'Eval' column header. A fifth red arrow points to the 'Cancel' column header. A sixth red arrow points to the 'Sta' column header.

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.

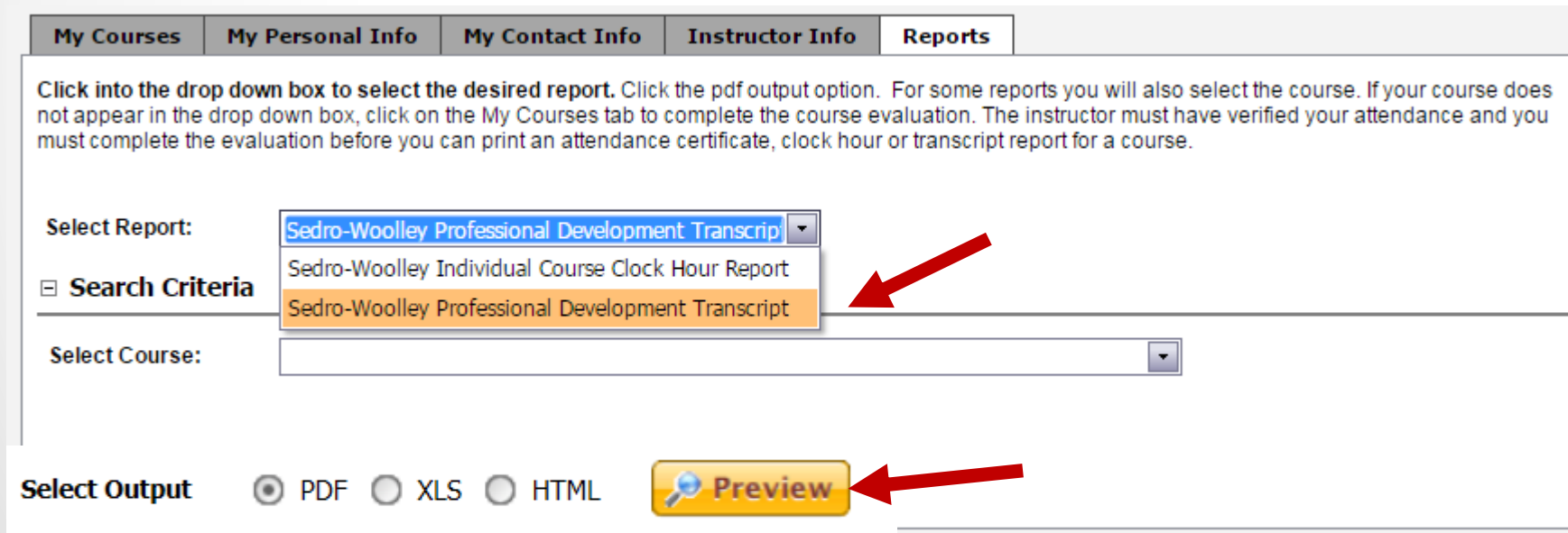


My Records – My Reports

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 Transcrip" (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 highlight. Below this is a "Select Course:" dropdown menu which is currently empty. At the bottom left, there is a "Select Output" section with three radio buttons: "PDF" (selected), "XLS", and "HTML". To the right of these 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@swsd.k12.wa.us