



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

# Where Do I Find ProDev?

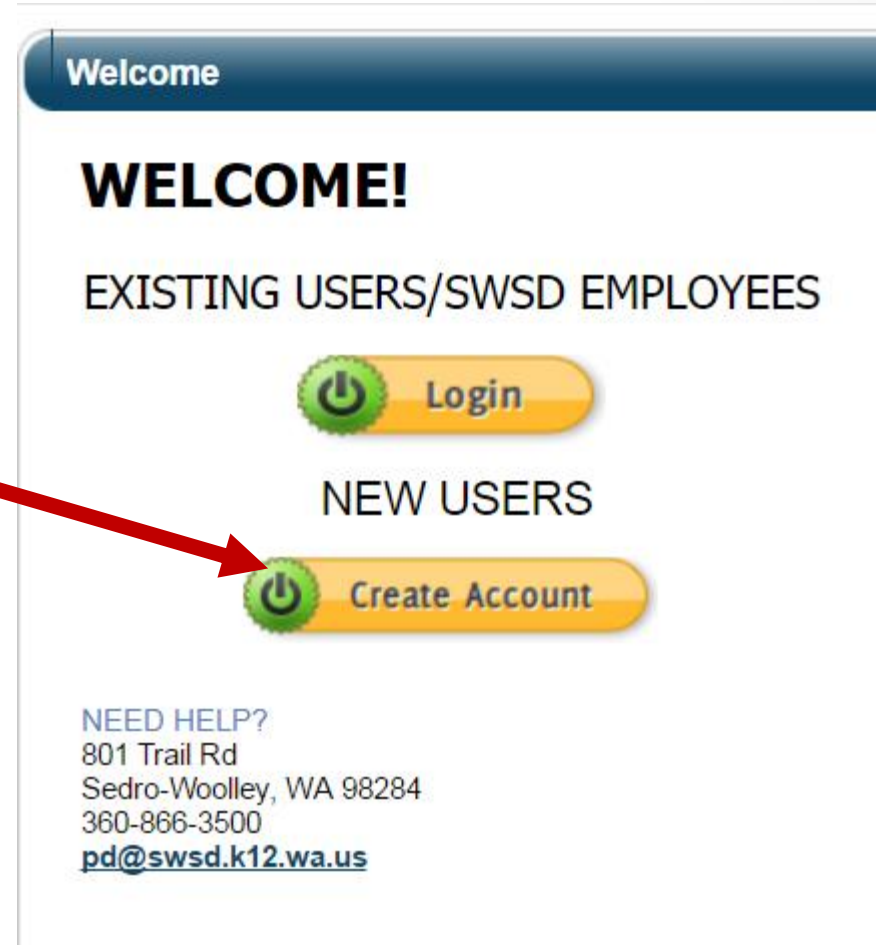
Access the ProDev system from the District website OR

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

# 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.



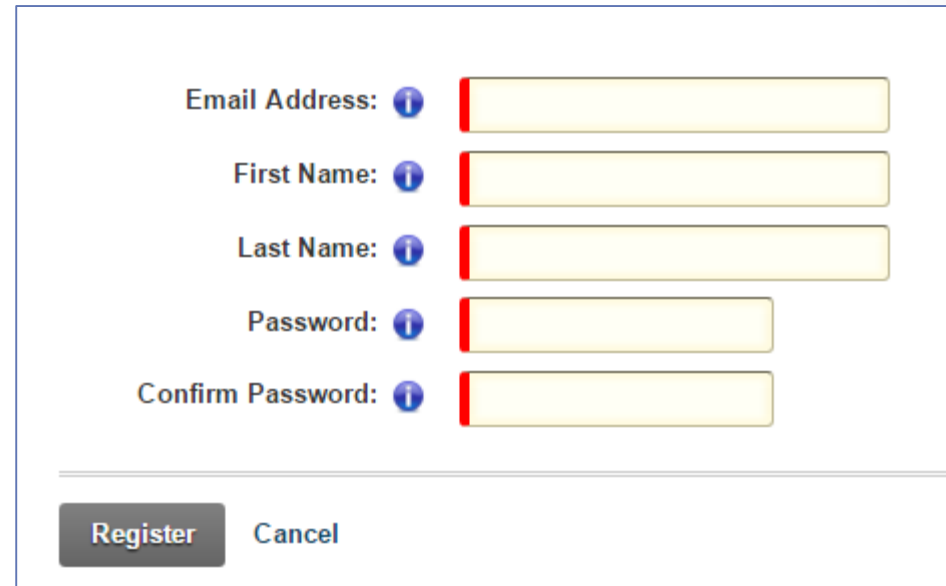
The screenshot shows a web interface for user login and account creation. At the top, there is a dark blue header with the word "Welcome" in white. Below the header, the text "WELCOME!" is displayed in large, bold, black letters. Underneath, the text "EXISTING USERS/SWSD EMPLOYEES" is shown. There are two yellow buttons with green power icons: "Login" and "Create Account". A red arrow points from the "Create Account" button back to the "Step 1: Click Create Account" text on the left. Below the buttons, the text "NEW USERS" is displayed. At the bottom, there is a section titled "NEED HELP?" with contact information: "801 Trail Rd", "Sedro-Woolley, WA 98284", "360-866-3500", and the email address "[pd@swsd.k12.wa.us](mailto:pd@swsd.k12.wa.us)".

# 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

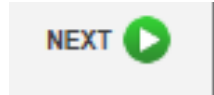


The registration form consists of five input fields, each with a blue information icon to its left. The fields are: Email Address, First Name, Last Name, Password, and Confirm Password. Below the fields are two buttons: a dark grey 'Register' button and a light grey 'Cancel' button.

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

## 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 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

**+ ADD ADDRESS**

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



\*Address Type:  Is this your primary address?

\*Address 1:

Address 2:

\*City:  \*State:



\*Zip Code:

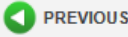

 

**+ ADD PHONE**


Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type:  Phone Number:  Extension:

## 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).



# 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.

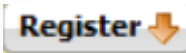
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

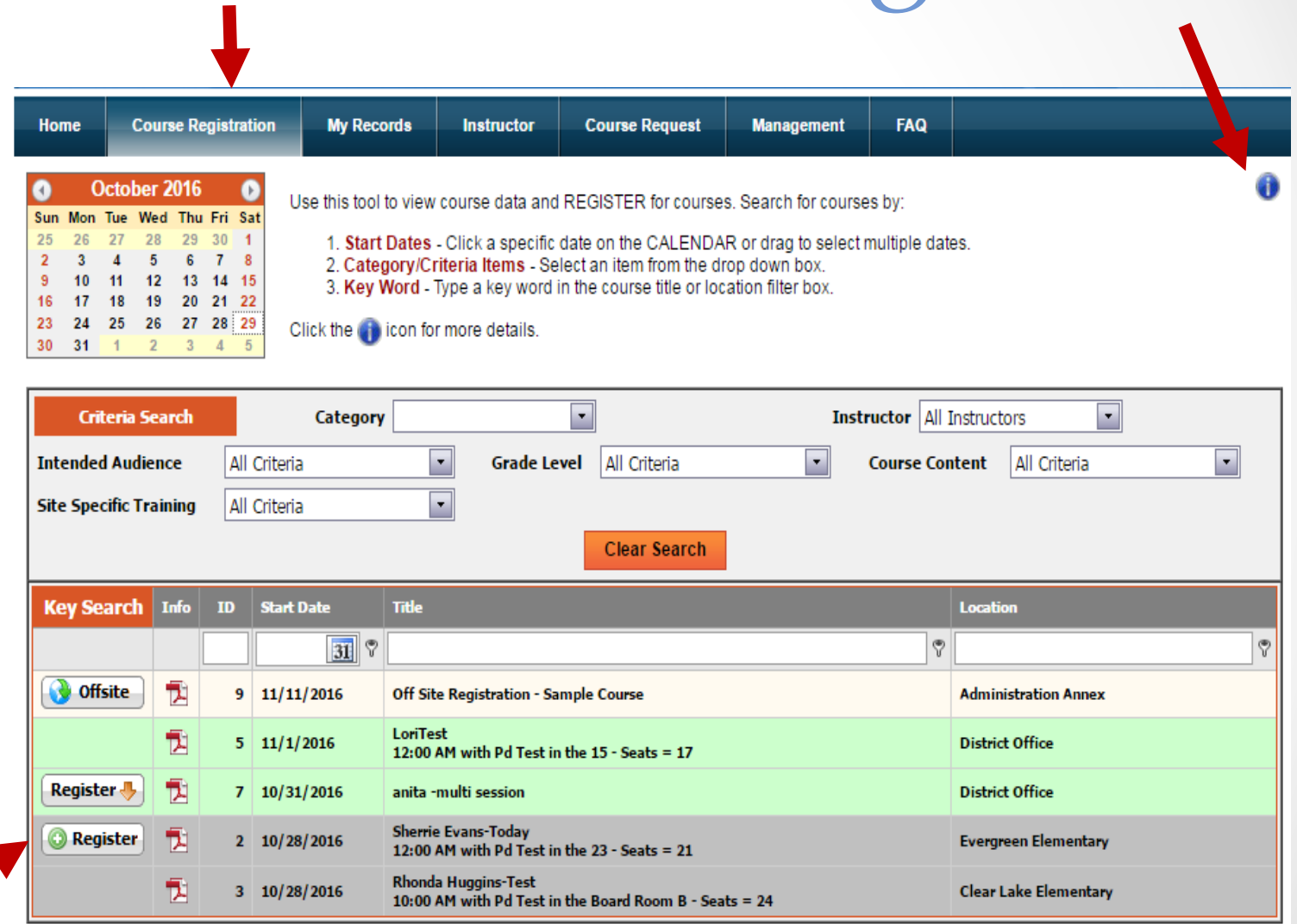


Multiple Sessions



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

The screenshot shows the 'My Records' interface with five tabs: 'My Courses', 'My Personal Info', 'My Contact Info', 'Instructor Info', and 'Reports'. Red arrows point to each tab. Below the tabs is a legend for icons: Course Information (document icon), Email Instructor (envelope icon), Evaluation Due (calendar icon), Evaluation Due Date Missed (warning icon), and Cancel Course (trash icon). A note states 'STA is the last column = Course Status:'. Below this is a legend for course statuses: Pending (speech bubble icon), Enrolled (checkmark icon), Canceled (X icon), Wait List (warning icon), and Combo (blue circle icon). A note explains that 'Sessions are a combo of enrolled & Wait List.' Below the legend is a table with columns: ID, Start Date, Course, Location, Info, eMail, Eval, Cancel, and Sta. The table contains three rows of course data.

	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	📄	✉️	📅		✅

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 main sections:

- Select Report:** A dropdown menu is 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-highlighted option.
- Select Course:** An empty dropdown menu.

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@swsd.k12.wa.us](mailto:pd@swsd.k12.wa.us)