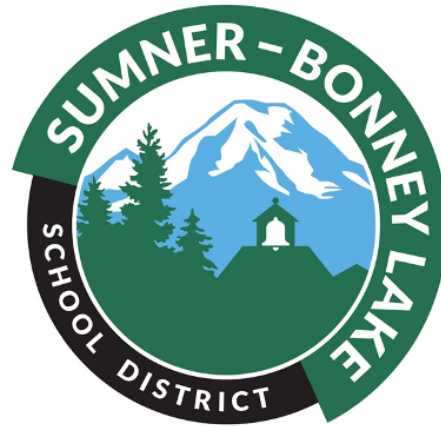


SUMNER-BONNEY LAKE SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT GETTING STARTED



ProDev Emails

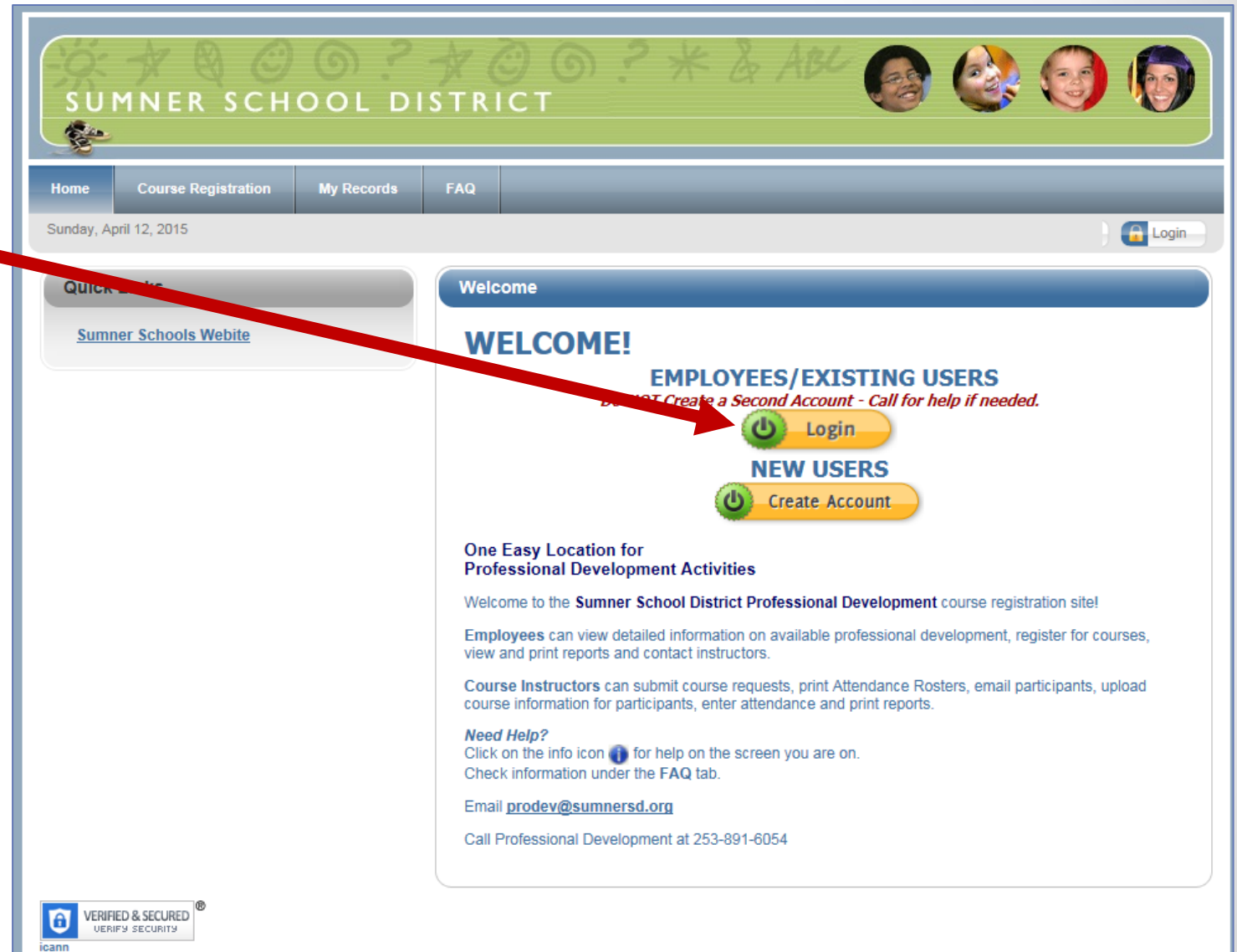
- This system sends automated emails, so watch for emails in your inbox from `prodev@sumnersd.org`
- You can use this email to submit questions
- Need help? Contact us:
prodev@sumnersd.org
253-891-6054

LOG IN

Step 1: Click Login

Do not create a new account.
All employees have an
account in the system.




The first time you login to the
NEW hrmPlus ProDev System
you will need to update your
account. Please complete this
task by June 30, 2015.



MY RECORDS - PERSONAL INFO


My Records

My Records Information.

New Users: If you are using this site for the first time you will need to complete the information under the Personal Info tab below. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with  are required. Click the  to open the section to be completed, click the  to close a section. After completing this section click the [Save My Personal Information](#) at the bottom right of the screen to save your information.

As a new user you will also need to check and make any corrections to the information under the My Contact Info tab.



To change your password go to the Personal Info tab, click on the Change Password button in the lower left of the screen. Follow the prompts making sure you click on [Change Password](#) to finalize your password change.



Click the  icon for more details.


Personal Information



Enter your personal information.



User ID is



Prefix  None 


First Name  Great 


Middle Name 


Last Name  Employee 

Suffix  None 



Email  GreatEmployee@sumnerschools.org 


Alt Email 


Position Category 

Position 

Location and Membership


District/Organization  Sumner School District 

Location/Building 


Member Groups (Optional) 

Professional Development Instructors


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

REGISTER AS INSTRUCTOR?  ☐

[Change Password](#)

[NEXT](#) 

Step 2 – Complete your Personal Info (My Records, 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. If you do not find your position, select *Position Not Listed.
5. Your location should be Sumner School District. If not, select it.
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 [NEXT](#)  (bottom right side of the page)

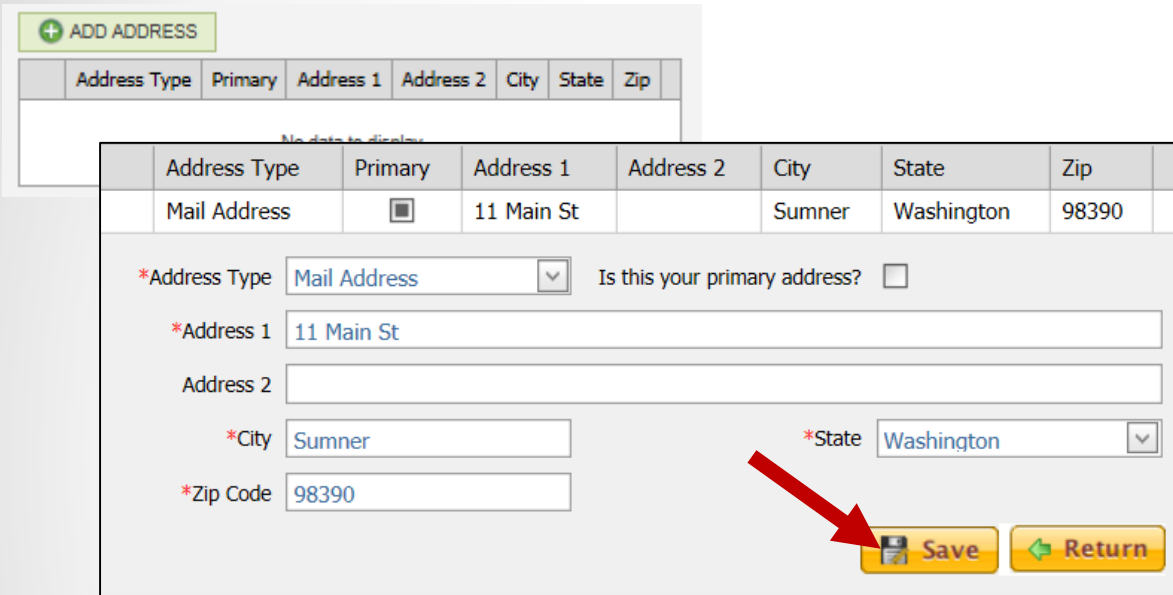
MY RECORDS - CONTACT INFO

Step 3 – Add Address and Phone Info

1. Click ADD Address. This will open a grid.
 - Select an Address Type, Enter your Address Information. Click SAVE.
2. Click ADD PHONE. This will open a grid.
 - Select a Phone Type, Enter your Phone Information. Click SAVE.

You may add multiple addresses and phone types if desired. It is helpful for us to have both your work and home or cell phone to reach your during non-school times.

1. Click  (bottom right side of the page)



+ ADD ADDRESS

Address Type	Primary	Address 1	Address 2	City	State	Zip
Mail Address	<input checked="" type="checkbox"/>	11 Main St		Sumner	Washington	98390

No data to display



*Address Type: Is this your primary address? ☐

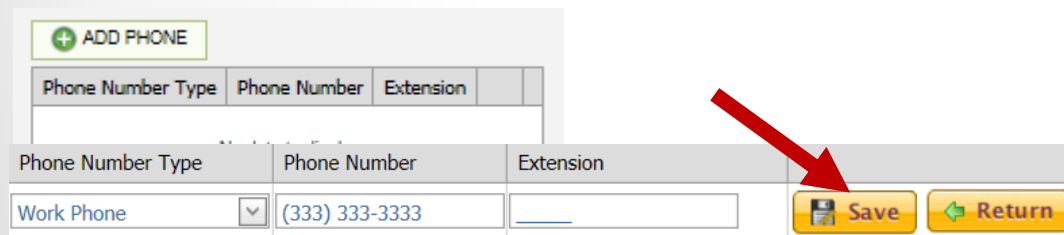
*Address 1:

Address 2:

*City: *State:

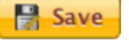

*Zip Code:



+ ADD PHONE

Phone Number Type	Phone Number	Extension
Work Phone	(333) 333-3333	

MY RECORDS - INSTRUCTOR INFO

Publish In Directory? ☒ Yes ☐ No

Resume (Browse and Upload) [Browse...](#)

Upload

Content Preferences

Instructional Setting Preferences

Audience Preferences

References [Add New Reference](#). You are required to add one (1) reference and must do so before proceeding.

Name	Organization	Title	Phone	Extn
No data to display				

Biography

[PREVIOUS](#) [NEXT](#)

Reference Code: Professional Name

Organization Title

Address1

Address2

City State Zip

Phone Extn Alt Phone Extn

Email

[Save](#) [Return](#)

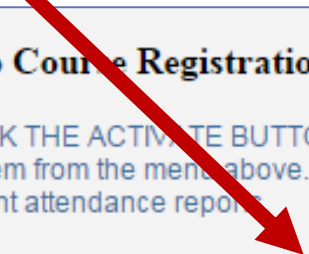
Step 4 – Instructor Info. You will ONLY see this page if you checked Register as Instructor on the Personal Info page. If you did not, skip to the next page of these instructions. For Pro Dev Instructors:

1. The Instructor Directory is for internal use only. Click Yes or No if you wish your name to be included or not.
2. Upload your resume (optional).
3. Select at least 1 item in each of the boxes for your Content, Setting, & Audience preferences.
4. Click [Add New Reference.](#) to add the name of one person who can serve as a reference for you. Complete all fields in that grid and click SAVE.
5. Click [NEXT](#) (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.



☐ **Profile is Complete. Click the button below to continue to Course Registration.**

This screen is confirming that you have completed the Profile activity. **CLICK THE ACTIVATE BUTTON BELOW TO PROCEED.** You may then go to Course Registration. You may return to My Records at any time by selecting that item from the menu above. In My Records you will be able to edit your personal and contact information; view a record of your course registrations and view/print attendance reports.

 **PREVIOUS**


 **Activate Account**

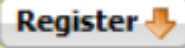
Course Registration – Finding Courses

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.

Home

Course Registration

My Records

FAQ

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2
3	4	5	6	7	8	9

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

Content Focus

All Criteria







Pro Teach

All Criteria

Para Competencies



All Criteria

Clear Search

Key Search	Info	ID	Start Date	Title	Location
		8	5/15/2015	Middle School Component Review and Assessment Design 4:00 PM with Diana Culliton in the 491 - Seats = 40	Sumner Middle School
		7	4/30/2015	OSPI Kindergarten Conference	*Off Site-Professional Development Course
		15	4/30/2015	Special Services Leadership Team - Invitation Only 12:00 AM with Diana Culliton in the Learning Center - Seats = 30	Administration

CLICK REGISTER TO BEGIN!

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: 15

Course Title: Special Services Leadership Team - Invitation Only


Location: Administration


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	Topic	Date	Starting	Ending	Room
	29	Track 1	Session 1	4/30/2015	12:00 AM	12:00 AM	Learning Center

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. You may register for multiple types. Only the types shown are available for this specific course. Types vary depending on the course. 1) Enter the number of hours you wish to register for in the "Requested" column for that credit type. 2) Select a criteria for this course from the drop down box. Click  **CANCEL REGISTRATION** to Delete a Registration if you are changing your mind or click  **SUBMIT REGISTRATION** to complete the registration process.

2-Credit Hours

Course ID: 15 **Course Title:** Special Services Leadership Team - Invitation Only 

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. Then click ENTER on your keyboard.

Then select the course approval that is applicable for this course. Finish by clicking the SUBMIT REGISTRATION button at the bottom.

Select Credit Type(s)

Credit Type	Available	Requested	Provider
Non Clock-PD Training Hours	3.00	<input type="text"/>	Sumner School District
Clock Hours	3.00	<input type="text" value="3.00"/>	Sumner School District

Select a Course
Approval item



Current Assignment



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.



Delete Registration Details



SUBMIT
REGISTRATION

Course Confirmation

- Confirmation.** After submitting your registration a confirmation page will occur and you will receive a confirming email. The confirmation page provides you with options to:
- Return to Course Registration (to view or register for other courses)
 - Return to My Records (to view your course information and/or access report)
 - Log off
 - Print Course Information (a report containing detailed information regarding the course)

Course Confirmation Complete

Course ID: 15 Course Title: Special Services Leadership Team - Invitation Only

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



[Return to Course Registration](#)

[Return to My Records](#)

[Logoff Prodev System](#)

[Print Course Information](#)

Need help? Contact us by email at prodev@sumnersd.org

Important Clock Hour Details

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

Clock hours cannot be earned unless the following have occurred:

- **Completed hours must be 1.0 or higher.**
- **Your attendance must be verified by the instructor. You will receive an email when this occurs.**
- **Failure to adhere to these requirements will result in ineligibility to obtain clock hour credit for the course.**

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.




















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 after the last day of the course. Hovering over the document icon will display the evaluation due date.

My Courses My Personal Info My Contact Info Instructor Info Reports										
Click  for Course Information;  Email Instructor;  Evaluation;  Cancel. Sta = Course Status:  Enrolled  Canceled  On the Wait List										
		ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
<div><div></div><div></div><div>31</div></div>										
		8	5/15/2015	Middle School Component Review and Assessment Design 4:00 PM with Diana Culliton in the 491	Sumner Middle School					
		15	4/30/2015	Special Services Leadership Team - Invitation Only 12:00 AM with Diana Culliton in the Learning Center	Administration					

My Records – Personal Info

Your Personal Info was completed when you first created your account. You may return at any time to update your information and should if your position and/or location change.

You may change your password on this page.

To edit, enter new information and click **SAVE MY PERSONAL INFORMATION** at the bottom of the page.

Personal Information

Enter your personal information.

User ID is 25268

Prefix None

First Name Great

Middle Name

Last Name Employee

Suffix None

Email GreatEmployee@hrmplus.com

Alt Email

Position Category Certificated

Position Teacher - 1st Grade

Location and Membership

District/Organization Sumner School District

Location/Building Alternative High School

Member Groups (Optional)

Professional Development Instructors

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


REGISTER AS INSTRUCTOR? ☒

Created By Employee, Great On 4/12/2015 10:29:28 AM

Last Updated By Employee, Great On 4/13/2015 11:28:37 AM

Change Password

Your changes to Personal Information have been saved!

 Save My Personal Information

My Records – Contact Info



Your Contact Info was completed when you first created your account. You may return at any time to update your information and should if your address or phone numbers change.

To edit a record, click the pencil, change the information and click save.

Address Information

You must enter at least one address. Click [i](#) for assistance.



ADD ADDRESS

	Address Type	Primary	Address 1	Address 2	City	State	Zip	
	Mail Address	<input type="checkbox"/>	11 Main St		Sumner	Washington	98390	

Telephone Information

You must enter at least one telephone number. Click [i](#) for assistance.

ADD PHONE


Phone Number Type	Phone Number	Extension		
Work Phone	(333) 333-3333			


My Records – Instructor Info

Your Contact Info was completed when you first created your account. You may return at any time to update your information and should if your address or phone numbers change.



To edit a record, click the pencil, change the information and click save.

Visible only to Professional Development Instructors!



Publish in Directory? ☒ Yes ☐ No 

Resume (Browse and Upload) 

Upload



Content Preferences  

Assessment & Data




Instructional Setting Preferences  



PLC/Content


PLC/Grade Level


Audience Preferences  

Entire District

References   Add New Reference. You are required to add one (1) reference and must do so before proceeding. 

	Name	Organization	Title	Phone	Extn	
	Pat Principal	Sumner School District	Principal	(111) 111-1111		

Biography 

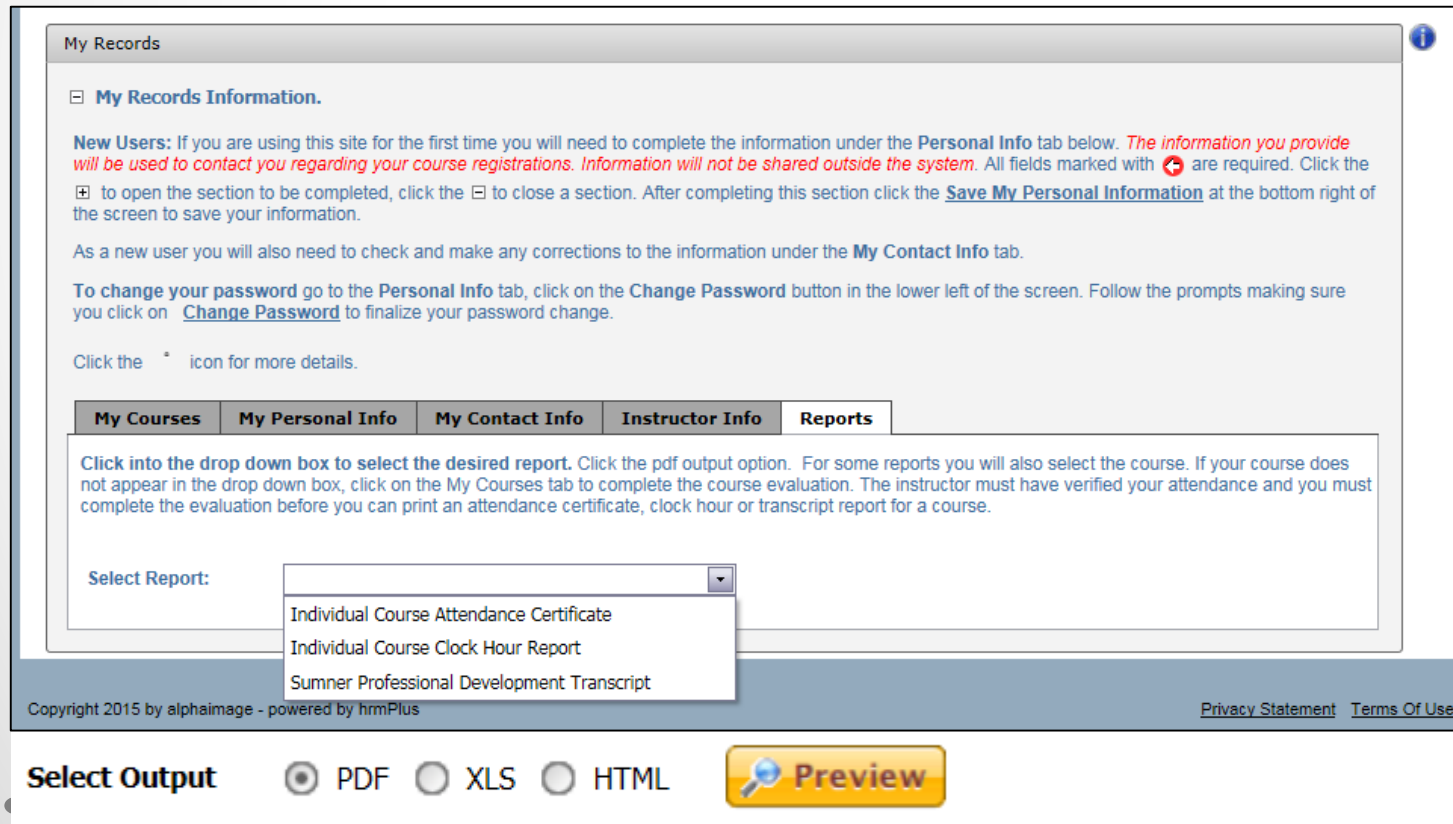
 Save Instructor Information

My Records – My Reports

Click into the drop down box to view/print:

1. Attendance Certificate
2. Individual Course Clock Hour Credit Report
3. Professional Development Transcript Report




After you select your report type, click **PREVIEW** to see that report. For individual course reports you will also first select that course.



The screenshot shows the 'My Records' web interface. At the top, there's a header 'My Records' with an information icon. Below it, a section titled 'My Records Information' contains instructions for new users and a 'Save My Personal Information' button. A navigation bar has tabs: 'My Courses', 'My Personal Info', 'My Contact Info', 'Instructor Info', and 'Reports'. The 'Reports' tab is active, showing instructions to click into a dropdown box to select a report. A dropdown menu is open, showing three options: 'Individual Course Attendance Certificate', 'Individual Course Clock Hour Report', and 'Sumner Professional Development Transcript'. At the bottom, there's a 'Select Output' section with radio buttons for 'PDF', 'XLS', and 'HTML', and a yellow 'Preview' button.


My Records

My Records Information.

New Users: If you are using this site for the first time you will need to complete the information under the **Personal Info** tab below. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with  are required. Click the  to open the section to be completed, click the  to close a section. After completing this section click the [Save My Personal Information](#) at the bottom right of the screen to save your information.

As a new user you will also need to check and make any corrections to the information under the **My Contact Info** tab.

To change your password go to the **Personal Info** tab, click on the **Change Password** button in the lower left of the screen. Follow the prompts making sure you click on [Change Password](#) to finalize your password change.

Click the  icon for more details.


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:

- Individual Course Attendance Certificate
- Individual Course Clock Hour Report
- Sumner Professional Development Transcript

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Select Output ☒ PDF ☐ XLS ☐ HTML 

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

Need HELP?

- Contact Megan Pancake at 253-891-6054 or email to Email prodev@sumnerschools.org
- Persons serving as Professional Development instructors will receive additional training.