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

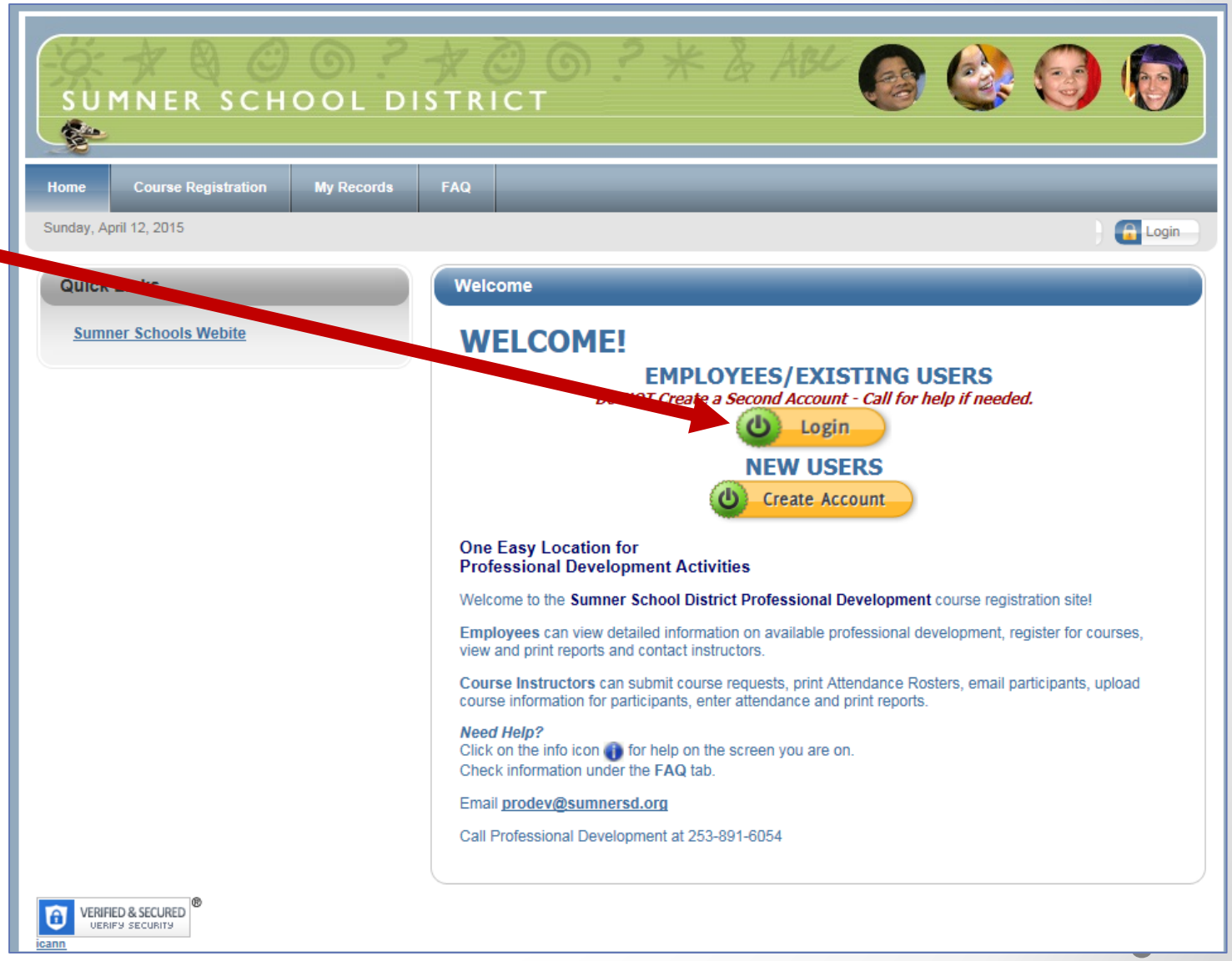
  253-891-6054

LOG IN

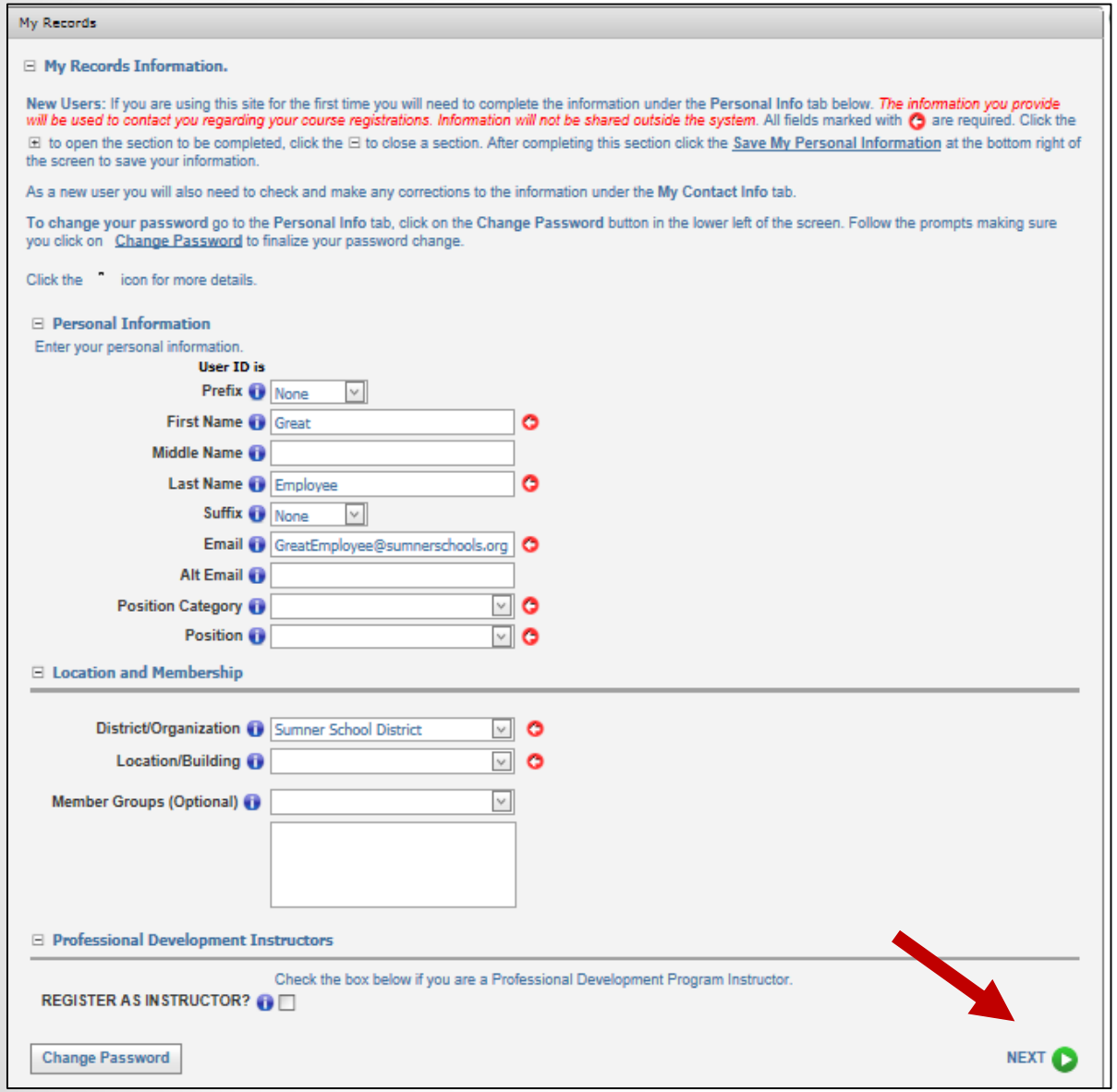
Step 1: Click Login

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.



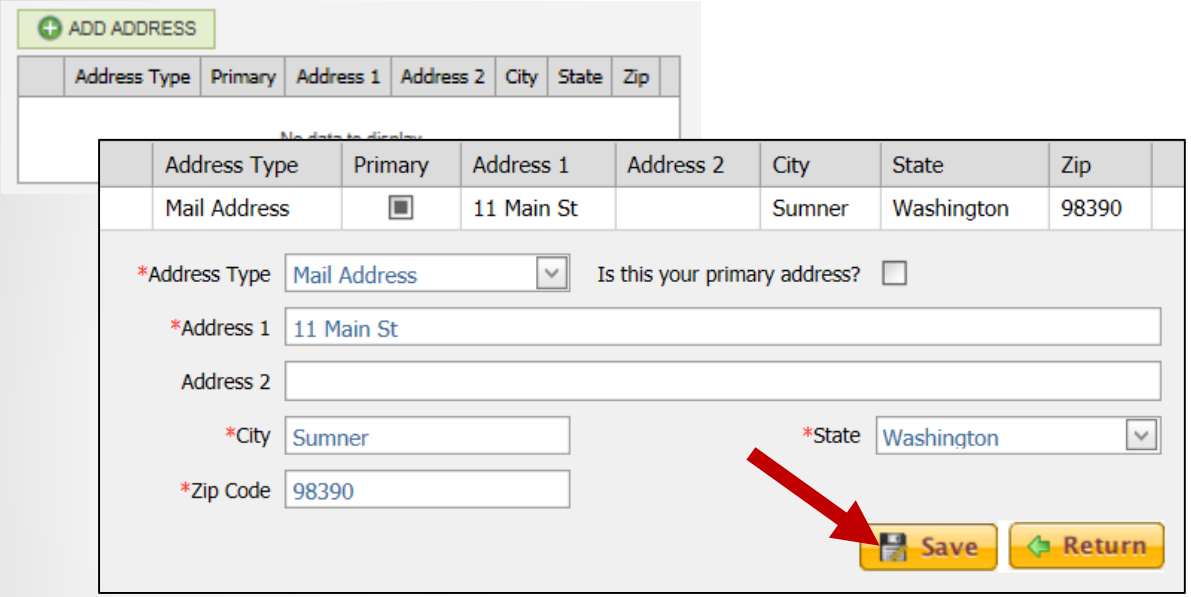
MY RECORDS - PERSONAL INFO

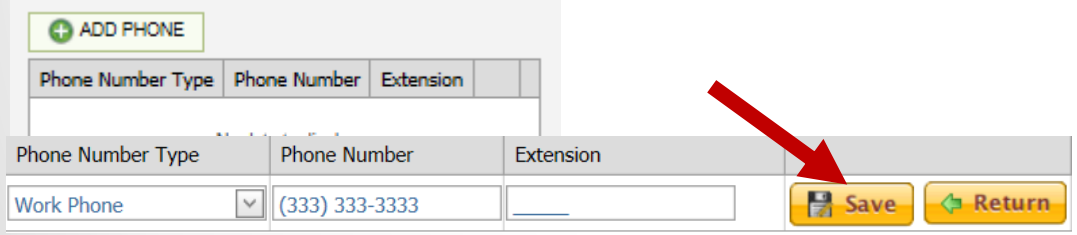


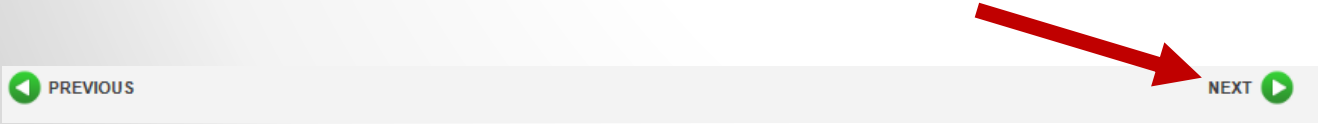
Step 2 – Complete your Personal Info (My Records, Personal Info)

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

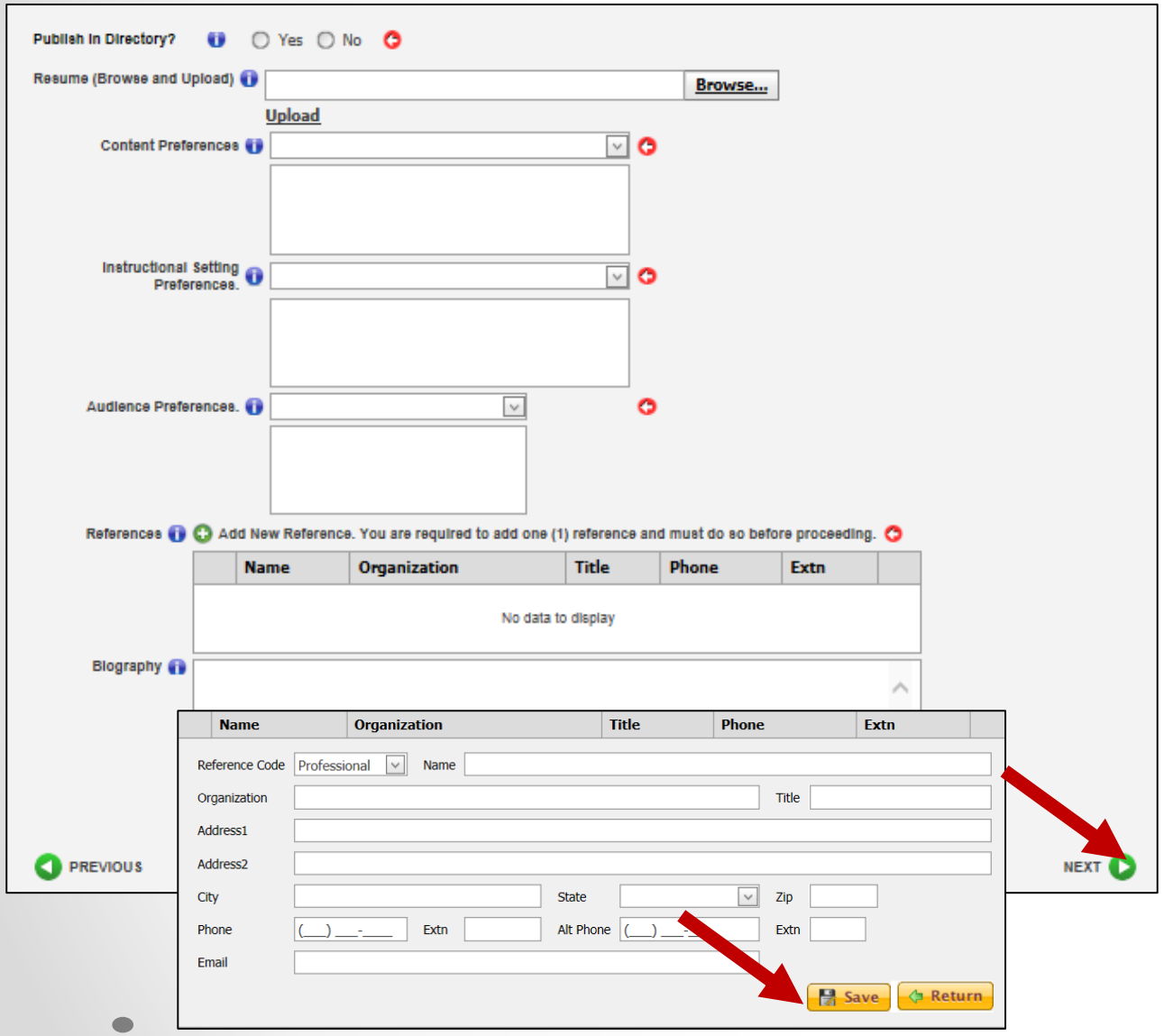
1. Click ADD Address. This will open a grid.
   - Select an Address Type, Enter your Address Information. Click SAVE.

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 NEXT (bottom right side of the page)

MY RECORDS - INSTRUCTOR INFO



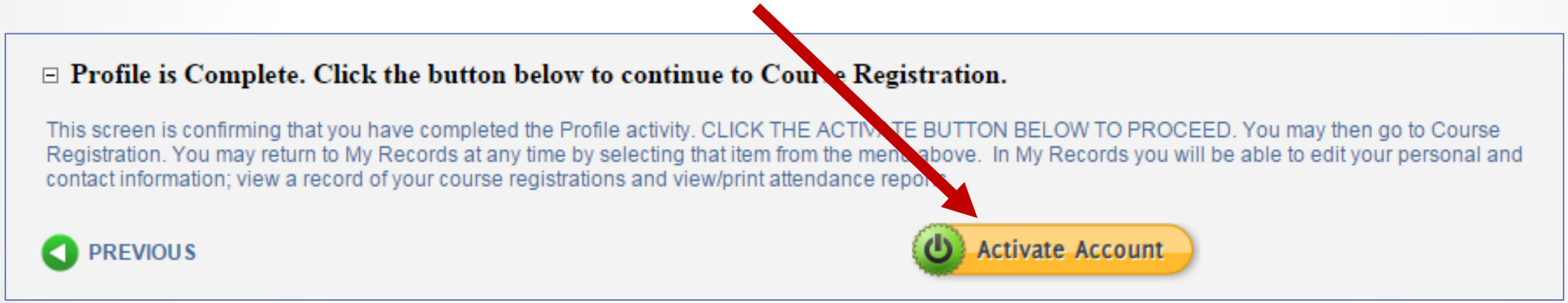
Step 4 – Instructor Info. You will ONLY see this page if you checked Register as Instructor on the Personal Info page. If you did not, skip to the next page of these instructions. For Pro Dev Instructors:

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 be now be able to use the system.
3. Continue with these instructions to learn how to view and register for available courses.



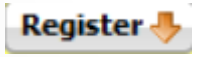
Course Registration – Finding Courses

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.

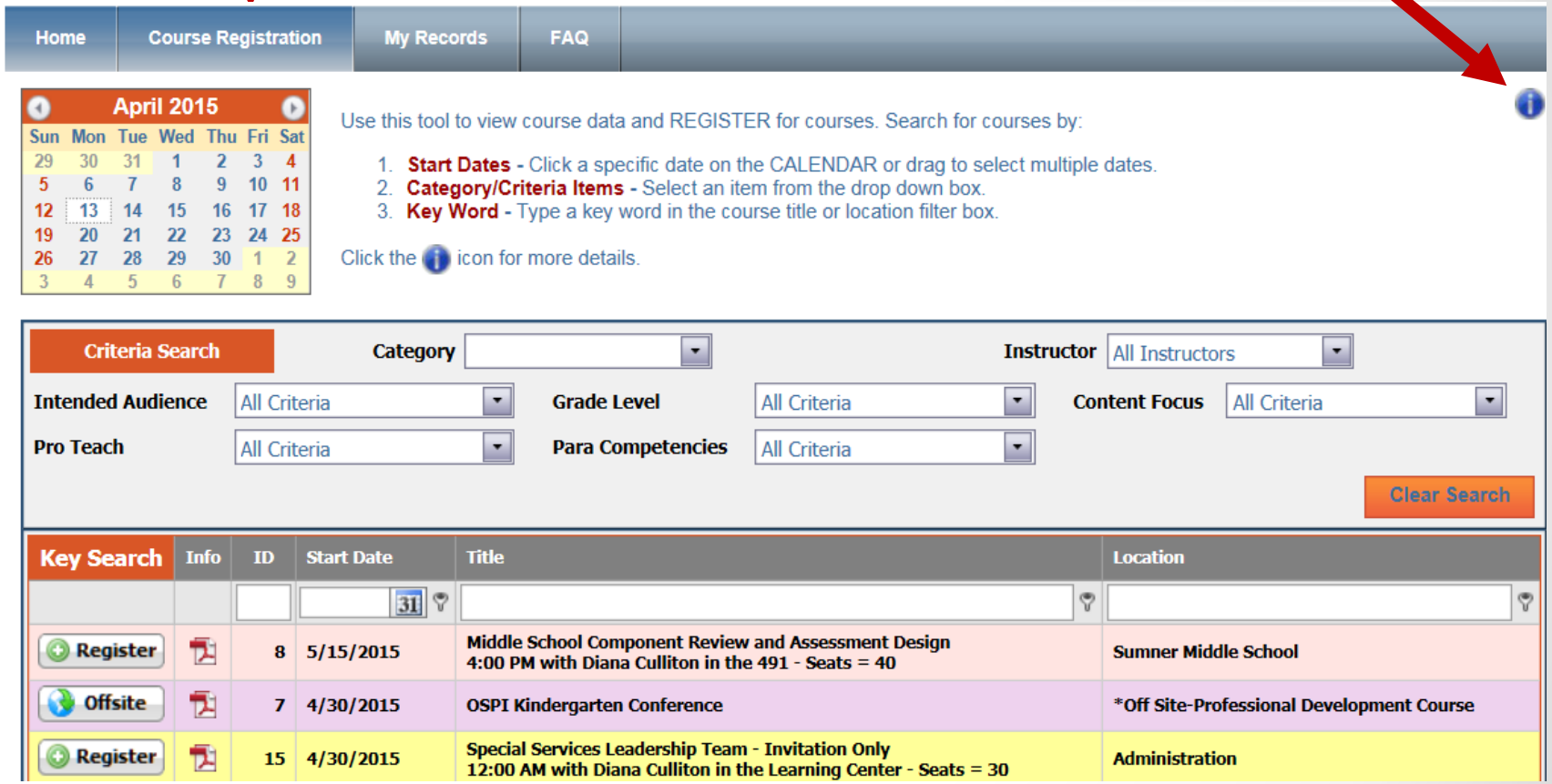
Click the REGISTER button to begin your course registration

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!



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 CANCEL REGISTRATION if you do not wish to continue; or CLICK CONTINUE 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.

CANCEL REGISTRATION

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		Sumner School District
Clock Hours	3.00	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.

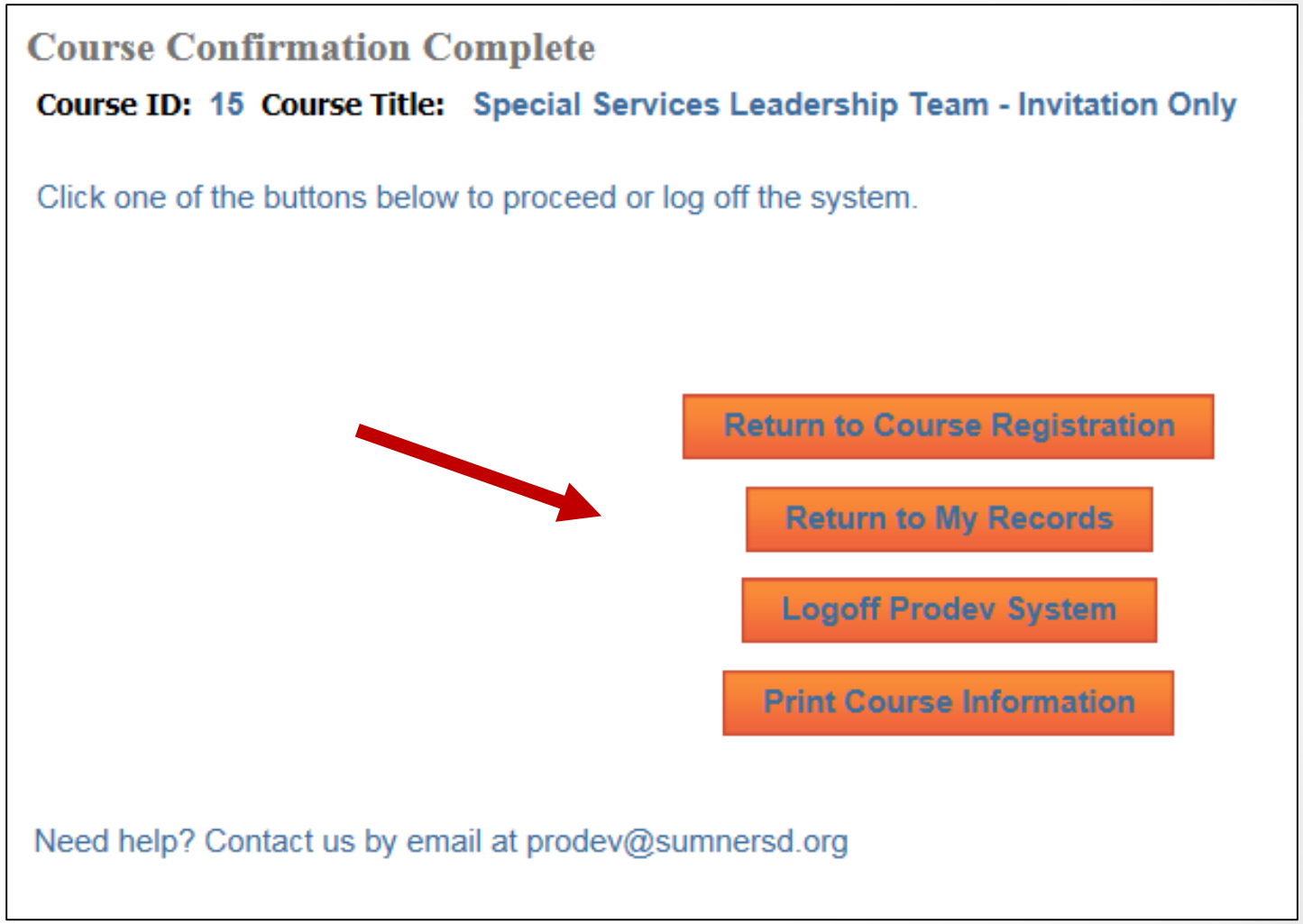
Delete Registration Details

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)



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:

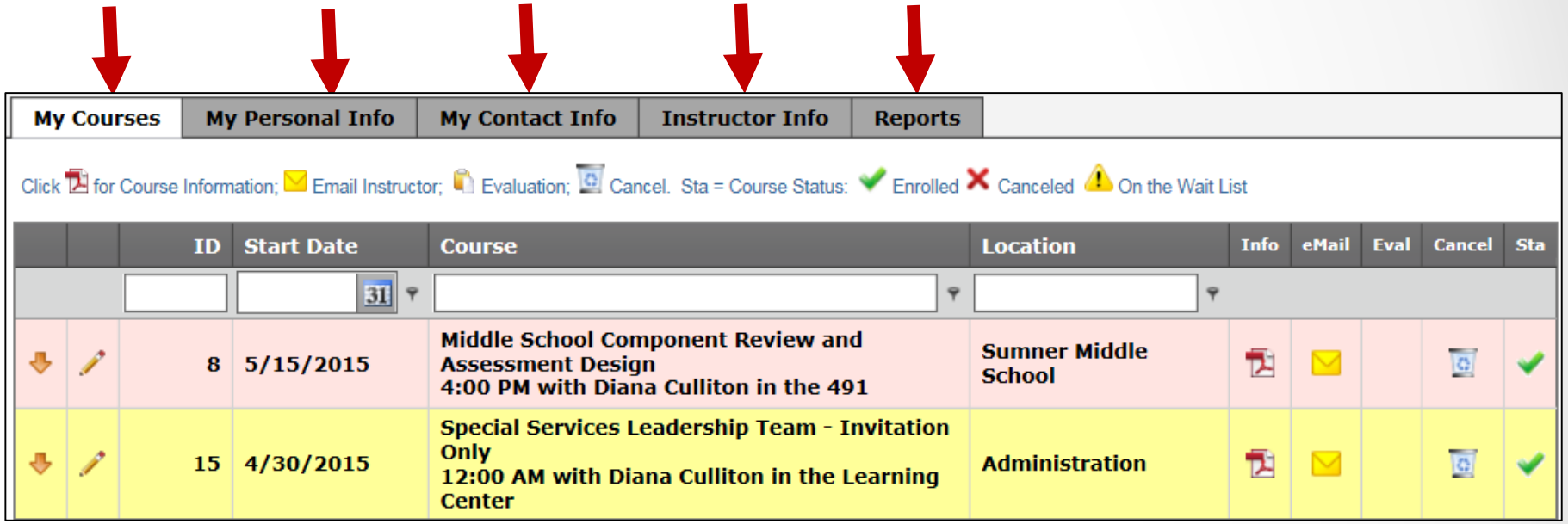
- **Completed hours must be 1.0 or higher.**
- **Your attendance must be verified by the instructor. You will receive an email when this occurs.**
- **Failure to adhere to these requirements will result in ineligibility to obtain clock hour credit for the course.**

MY RECORDS

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



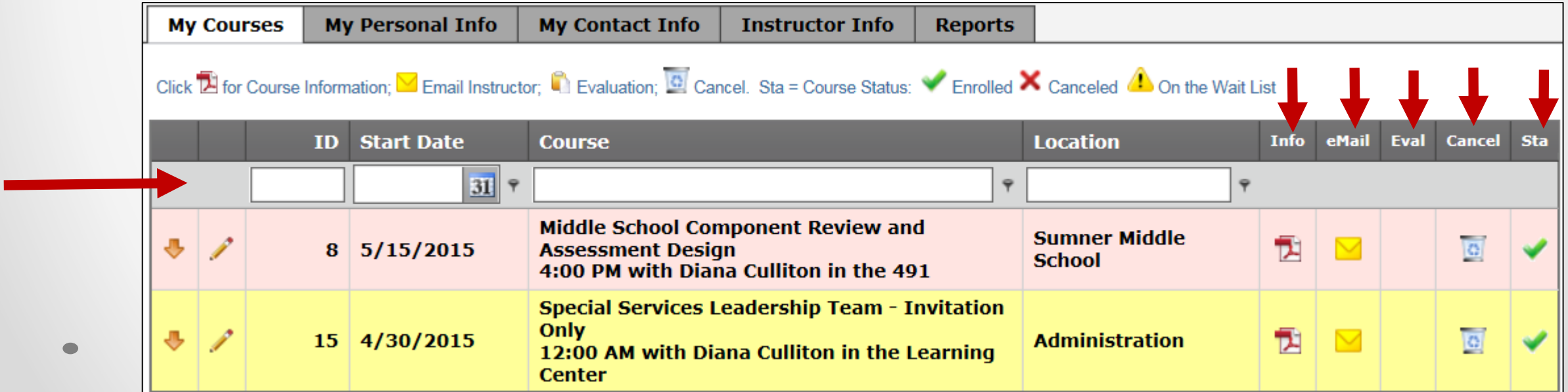
Instructions are provided on the following pages for all 5 tabs.

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.
- 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.

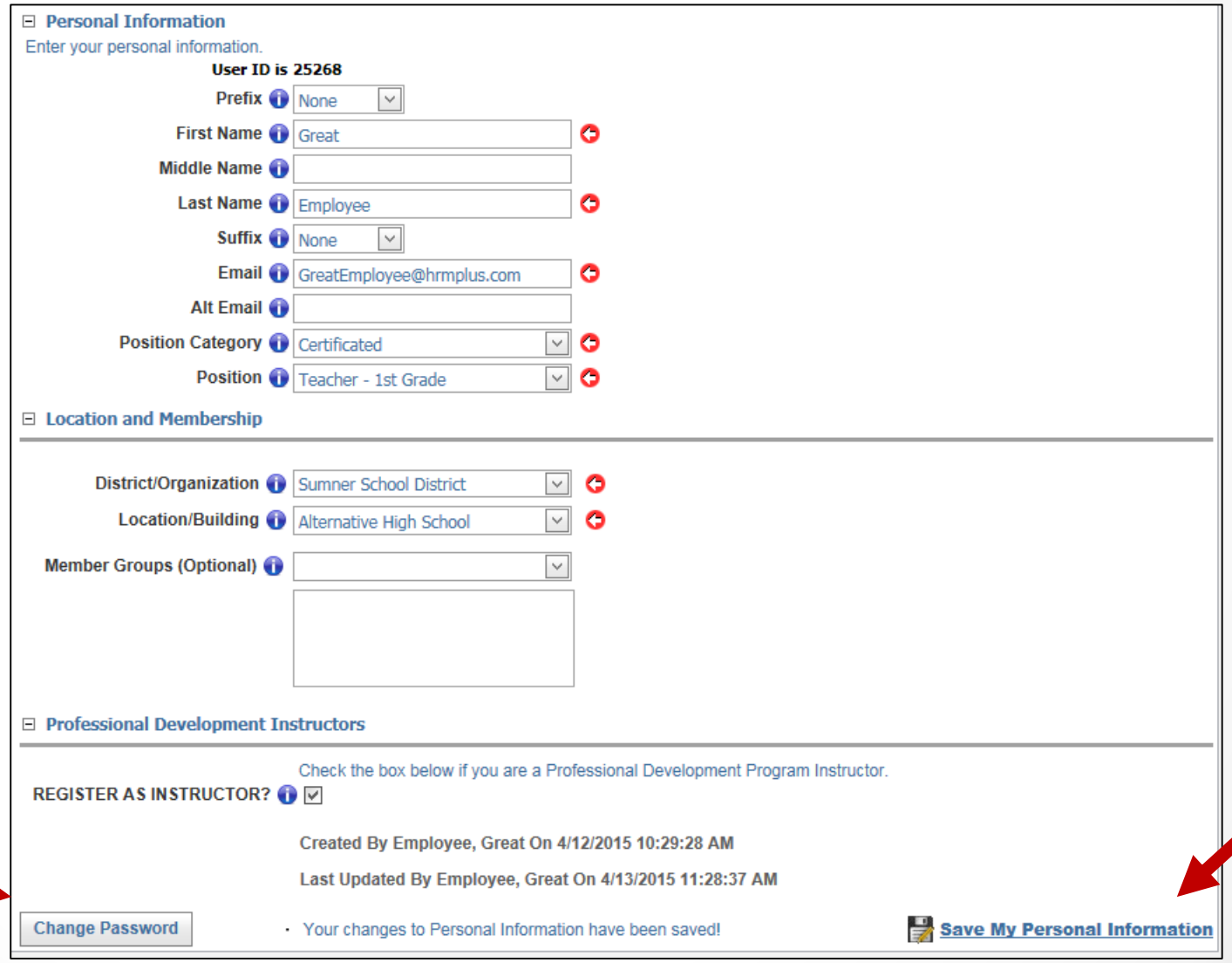


My Records – Personal Info

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.

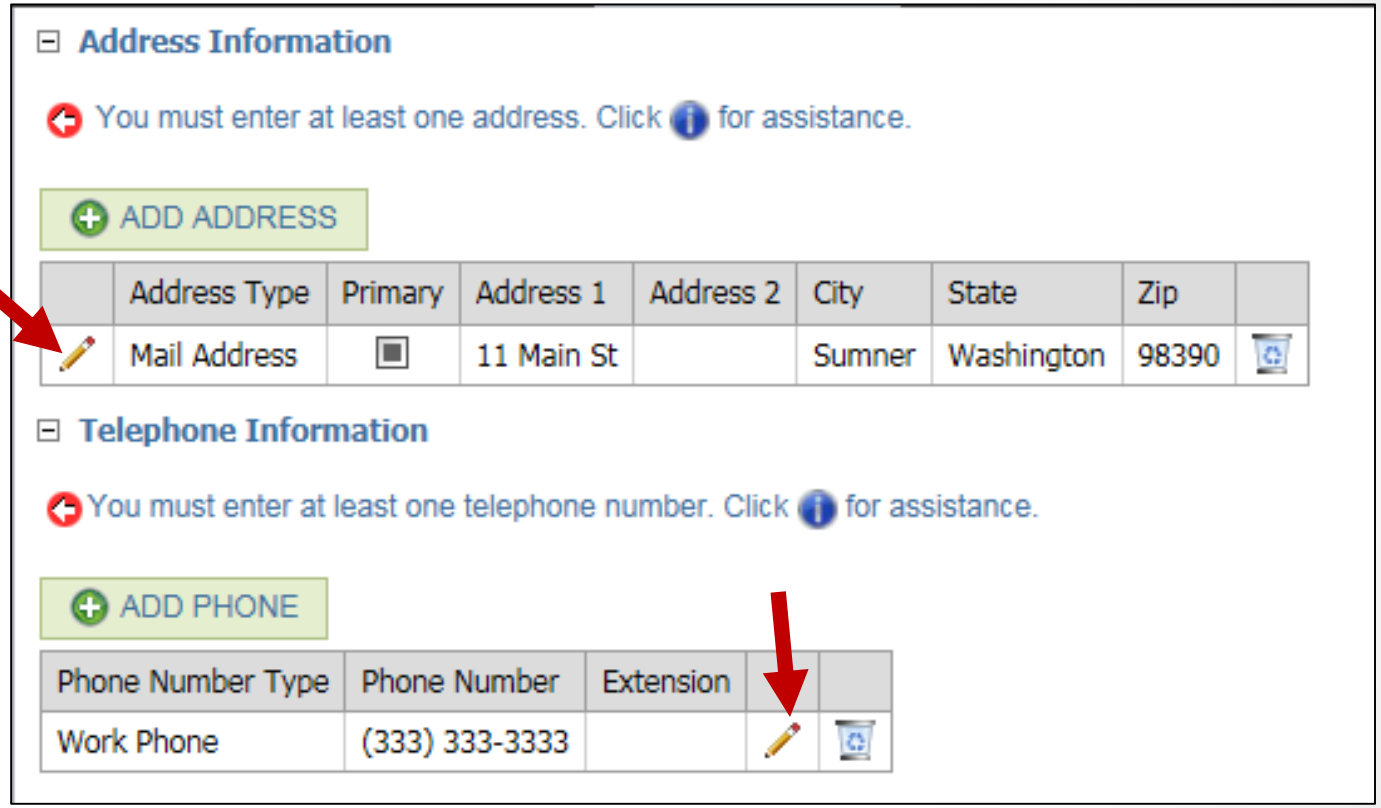
To edit, enter new information and click SAVE MY PERSONAL INFORMATION at the bottom of the page.



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.

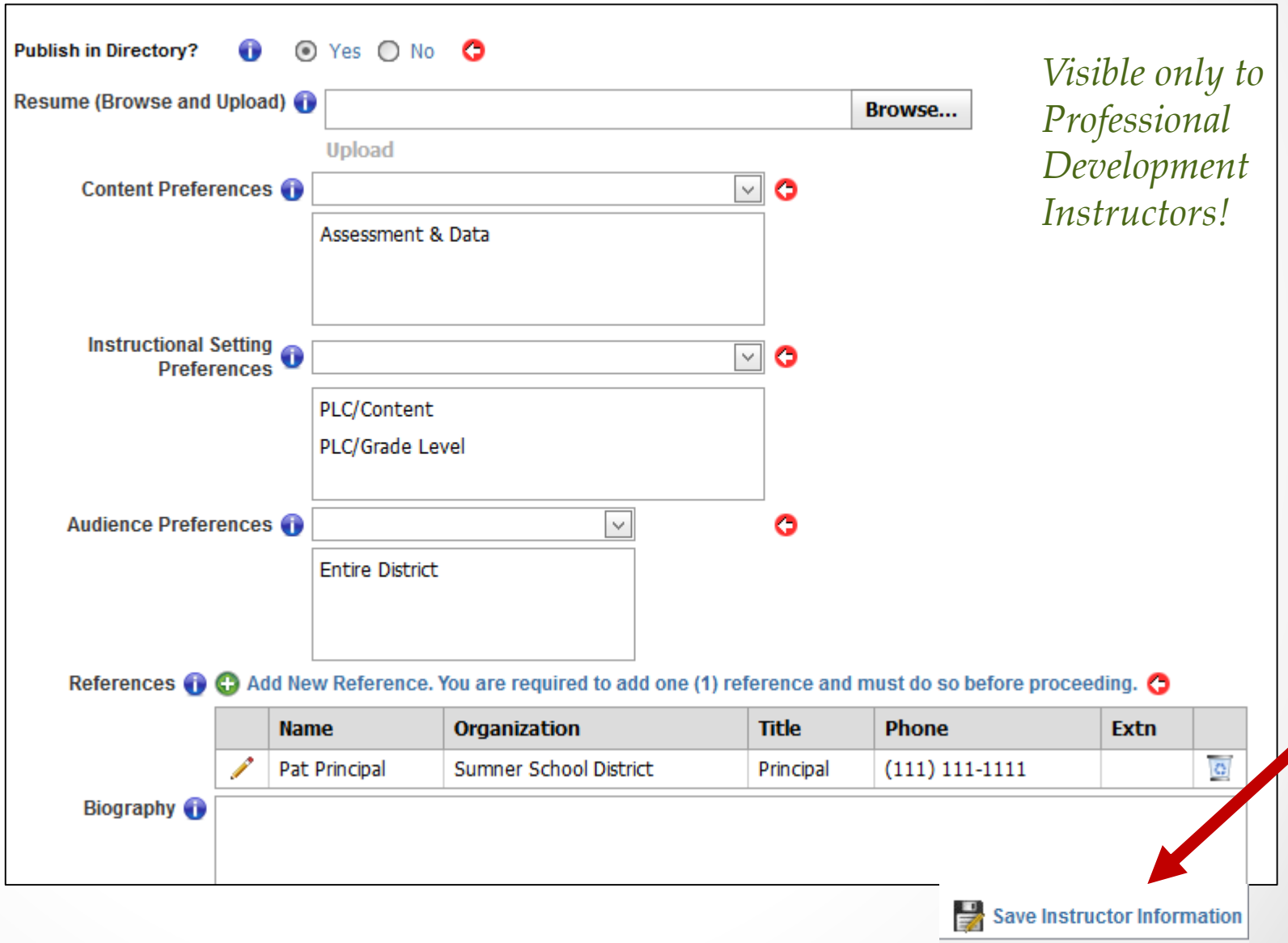
To edit a record, click the pencil, change the information and click save.



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.



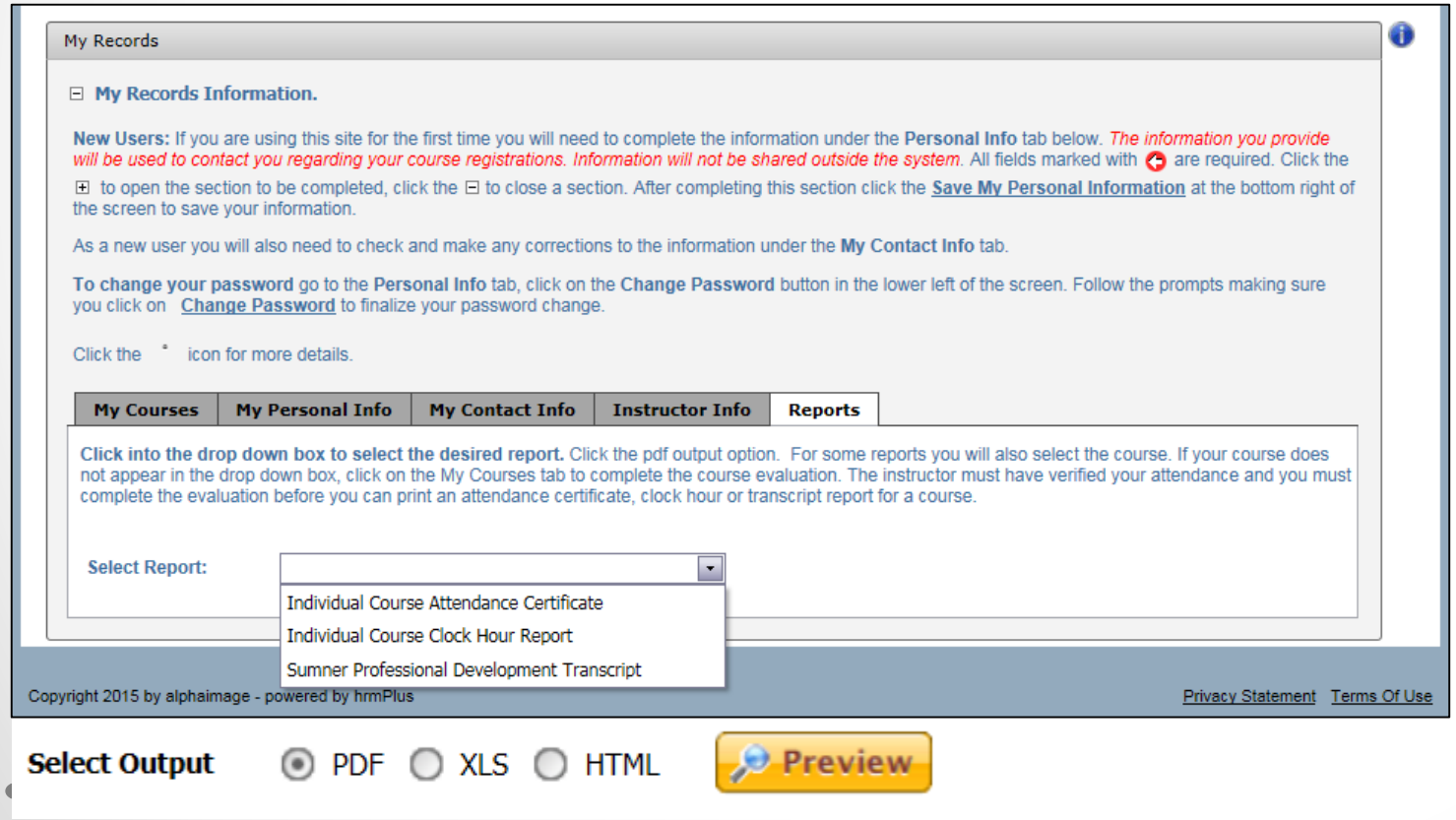
Visible only to Professional Development Instructors!

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.



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

Select Output ◉ PDF ○ XLS ○ HTML **Preview**

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.