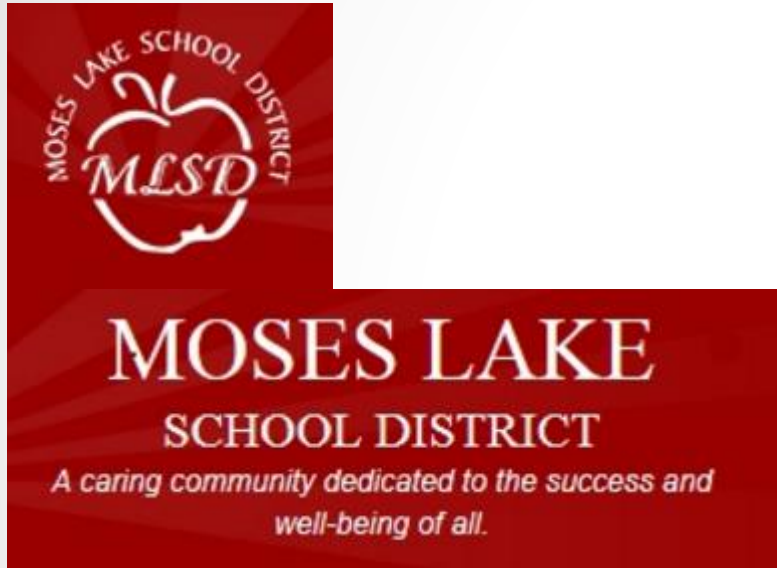


Announcing our NEW Professional Development Portal!



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 prodev@mlsd.wednet.edu.
- You can use this email to submit questions
- Need help? Contact us:
prodev@mlsd.wednet.edu
509-793-7766

Where Do I Find ProDev?

Access the ProDev system from the **district website** by clicking on the **STAFF** tab and then scrolling down to:

Professional Development Portal,

OR

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

LOGIN TO YOUR ACCOUNT

Step 1: Login

PLEASE NOTE:

All employees have been preloaded into the system

so click **LOGIN**

DO NOT "CREATE ACCOUNT!"


This feature is for out-of district teachers and employees hired after January 1, 2017.

Welcome


PROFESSIONAL DEVELOPMENT PORTAL

MLSD Employees: Accounts have been created for you. Click Login and use your MLSD email. Do not create another account. Contact us if you need assistance with your login.

EMPLOYEES/EXISTING USERS

 Login

NEW USERS

 Create Account

Need Help?
Office: 509-766-2650 FAX 509-766-2678
Email: ProDev@mlsd.wednet.edu

COMPLETE YOUR LOGIN

Step 1 – Continued...

Complete the LOGIN

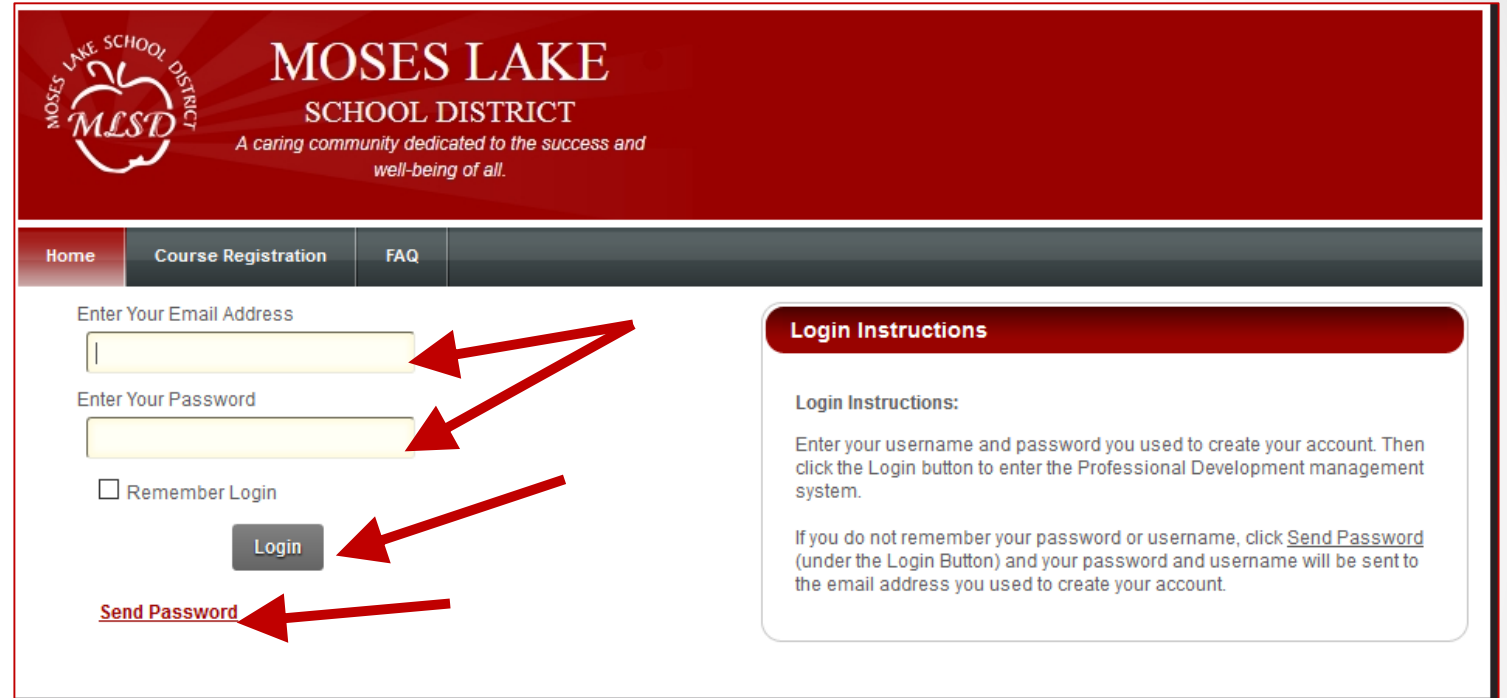
1. Enter your Moses Lake work email address.

1. Enter the temporary password:

MLSD2016

3. Click LOGIN;

You will be prompted to create your own password (must be at least 8 characters long)



The screenshot shows the login page for Moses Lake School District. At the top left is the MLSD logo, and to its right is the text "MOSES LAKE SCHOOL DISTRICT" and "A caring community dedicated to the success and well-being of all." Below this is a navigation bar with "Home", "Course Registration", and "FAQ" links. The main content area has a "Login" form with fields for "Enter Your Email Address" and "Enter Your Password", a "Remember Login" checkbox, a "Login" button, and a "Send Password" link. Red arrows point to each of these elements. To the right is a "Login Instructions" box with text explaining the login process and the "Send Password" link.

MY RECORDS - PERSONAL INFO

Personal Information
Enter your personal information.

User ID is 5899

Prefix

First Name

Middle Name

Last Name

Suffix

Email

Alt Email

Position Type

Position

Location and Membership

District/Organization

Location/Building

Member Groups

Professional Development Instructors
Enter the instructor information here.

REGISTER AS INSTRUCTOR?


NEXT

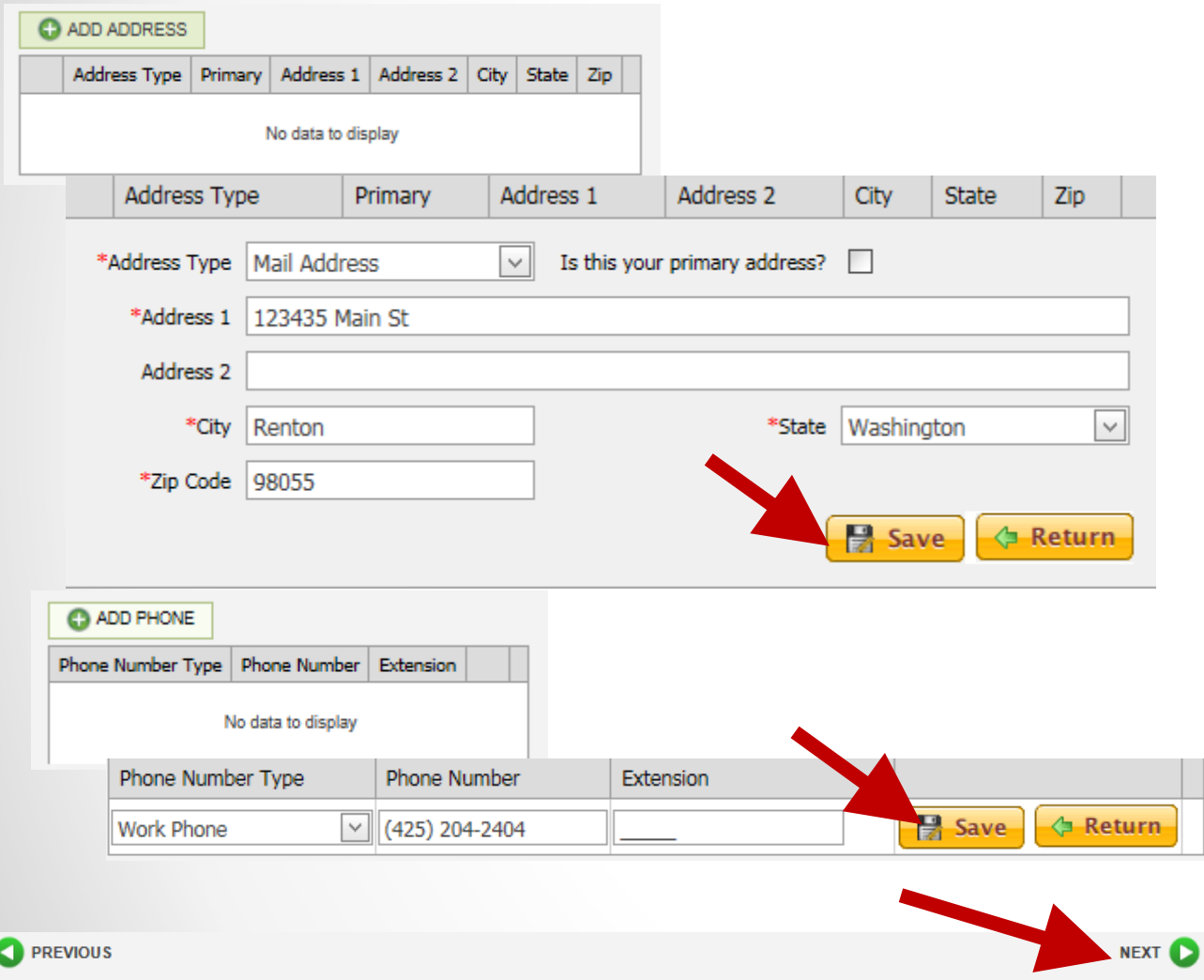
Step 2 – Complete your Personal Info

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 Moses Lake 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 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 (425) 204-2404

 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.

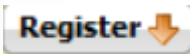
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

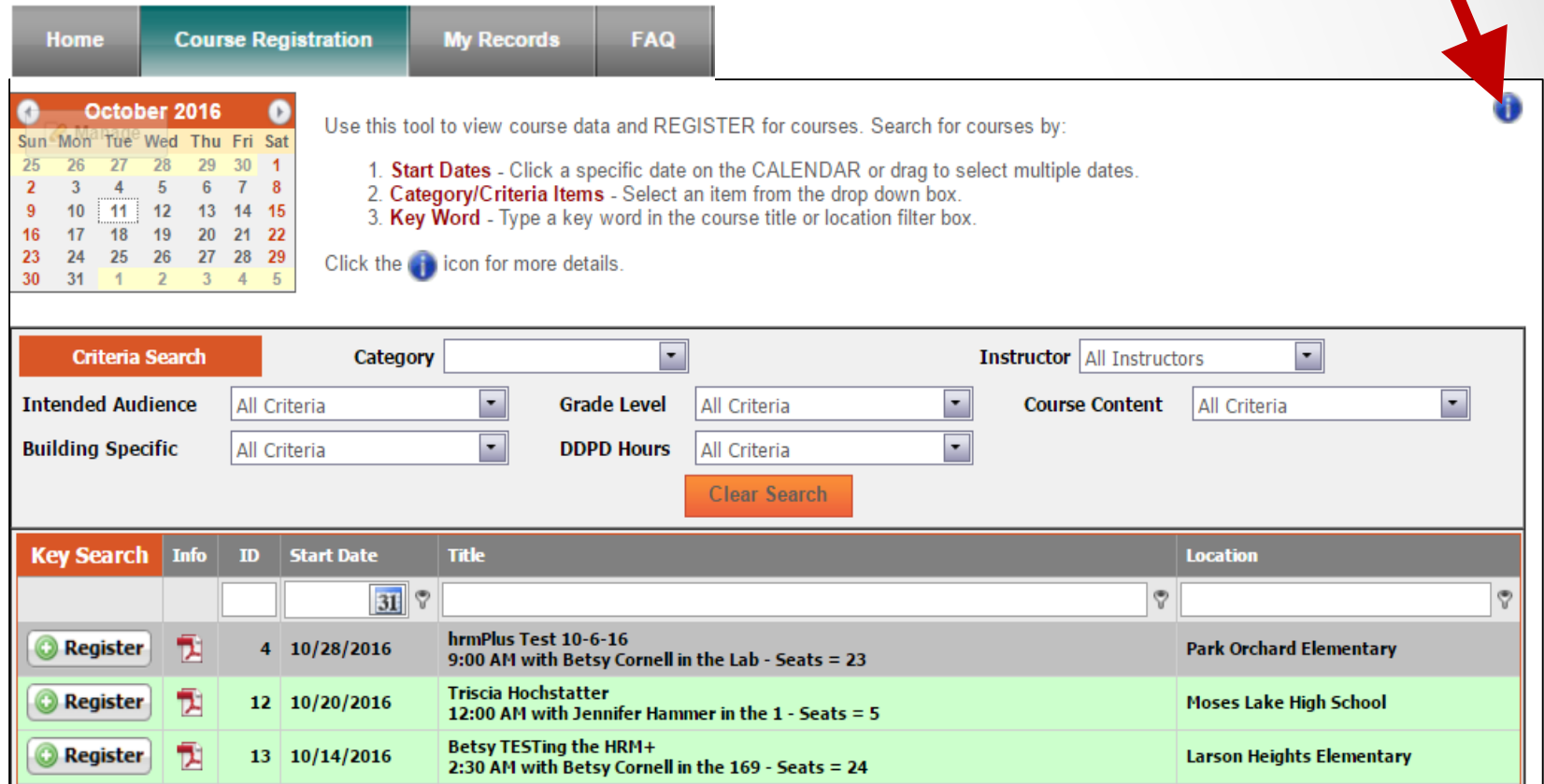


Multiple Sessions



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 FAQ

October 2016

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

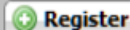
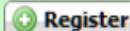
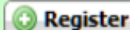
Category Instructor

Intended Audience Grade Level Course Content



Building Specific DDPD Hours

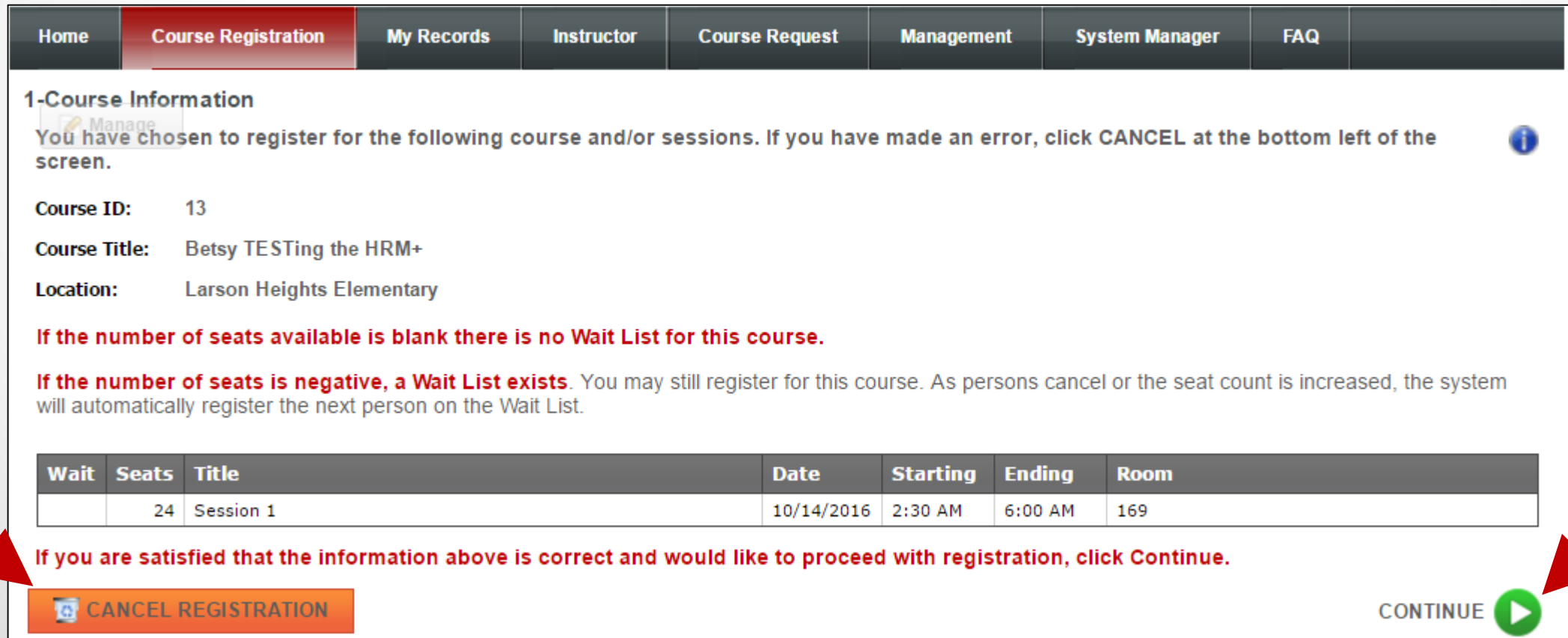
Clear Search

Key Search

Info	ID	Start Date	Title	Location
	4	10/28/2016	hrmPlus Test 10-6-16 9:00 AM with Betsy Cornell in the Lab - Seats = 23	Park Orchard Elementary
	12	10/20/2016	Triscia Hochstatter 12:00 AM with Jennifer Hammer in the 1 - Seats = 5	Moses Lake High School
	13	10/14/2016	Betsy TESTING the HRM+ 2:30 AM with Betsy Cornell in the 169 - Seats = 24	Larson Heights 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



The screenshot shows a navigation menu at the top with options: Home, Course Registration (highlighted), My Records, Instructor, Course Request, Management, System Manager, and FAQ. Below the menu is the '1-Course Information' section. It includes a 'Manage' icon and a message: '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.' The course details are: Course ID: 13, Course Title: Betsy TESTing the HRM+, and Location: Larson Heights Elementary. A red warning message states: 'If the number of seats available is blank there is no Wait List for this course.' Another red warning message states: '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.' Below this is a table with columns: Wait, Seats, Title, Date, Starting, Ending, and Room. The table contains one row: Wait (blank), Seats (24), Title (Session 1), Date (10/14/2016), Starting (2:30 AM), Ending (6:00 AM), and Room (169). At the bottom, there is a red instruction: 'If you are satisfied that the information above is correct and would like to proceed with registration, click Continue.' Two red arrows point to the 'CANCEL REGISTRATION' button on the left and the 'CONTINUE' button on the right.

Wait	Seats	Title	Date	Starting	Ending	Room
	24	Session 1	10/14/2016	2:30 AM	6:00 AM	169

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: 13 Course Title: Betsy TESTING the HRM+

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	6000.00	<input type="text" value="6000"/>	Moses Lake 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 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 **20 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 (20) 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
↓	11	10/10/2016	Math Assessment Review 11:00 AM with Betsy Cornell in the Lab	Moses Lake High School	📄	✉	📅		✅
↓	13	10/10/2016	School Collaboration Project 2:30 AM with Betsy Cornell in the 169	Larson Heights 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 after 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 | Instructor Info | Reports

Use this information to identify the icons shown on this page.

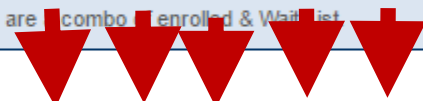
Course Information | Email Instructor | Evaluation Due | Evaluation Due Date Missed | Cancel Course

STA is the last column = Course Status:

Pending: 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 combo, 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							
↓	11	10/10/2016	Math Assessment Review 11:00 AM with Betsy Cornell in the Lab	Moses Lake High School	📄	✉	📄		✅
↓	13	10/10/2016	School Collaboration Project 2:30 AM with Betsy Cornell in the 169	Larson Heights Elementary	📄	✉	📄		✅



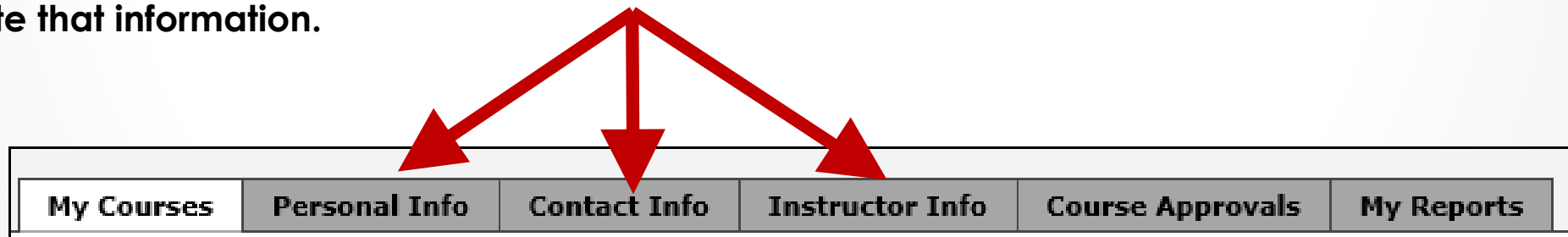
My Records – Updating Information

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 Moses Lake School District and wish to update that information.



My Records – My Reports

Click into the drop down box to view/print:

1. Attendance Certificate
2. Moses Lake 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'. 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 is a 'Select Report:' label followed by a dropdown menu. The dropdown menu is open, showing two options: 'Attendance Certificate' and 'Moses Lake Professional Development Transcript'. A red arrow points to the dropdown arrow. Below the dropdown menu is a 'Select Output' section with three radio buttons: 'PDF' (selected), 'XLS', and 'HTML'. To the right of the radio buttons is a yellow 'Preview' button with a magnifying glass icon. A red arrow points to the 'Preview' button.

Select Output

PDF XLS HTML

Preview

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

Need HELP?

Betsy Cornell at 509-793-7766

Or email at prodev@mlsd.org