Announcing our NEW
Professional Development Portal!

We have a new online Professional Development Portal. It is important that newemployees review this information and take action as indicated.

- Create and ACTIVATE your account
- Register for Courses
- View My Records and Reports

Review this information for detailed instructions.

ProDev Emails

- This system sends automated emails, so watch for emails in your inbox from [prodev@bisd303.org.](mailto:prodev@bisd303.org)
- You can use this email to submit questions.

- Need help? Contact us:

    prodev@bisd303.org
    206-780-1054

Where Do I Find ProDev?

Access the ProDev system from the District website OR

The direct url is: http://BISDprodev.hrmplus.net/

LOGIN TO YOUR ACCOUNT

Step 1: Create Account

Note: Once you create an account do not create another one. Contact us for assistance if needed.

REGISTER

Complete the information:

1. **Email Address**
2. **First Name**
3. **Last Name**
4. **Password. Must be at least 8 characters long. Can be any combination of letters, numbers or characters.**
5. **Confirm Password**
6. **Click REGISTER.**

If you are registering for the first time, fill in the information on the right. Your e-mail* must be unique and can only be used ONCE to register. Your password must be at least 8 characters in length. Write down your information when you register. Please Do NOT create a second account if you were not able to register. Please contact support.

If you have already registered, DO NOT REPEAT this process. Instead, go to the Home page and click log in using the email and the password you previously created.

*You must have an e-mail address to register in this portal. If you do not have an email address, click this link to obtain one for free: **Free Email** All fields are required. - (*Note:* - *Registration may take several seconds. Once you click the Register button please wait until the system responds.*)
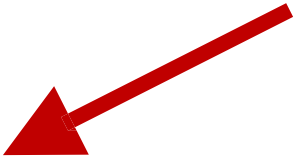
▌Indicates required fields

Email Address:
First Name:
Last Name:
Password:
Confirm Password:

Register   Cancel

MY RECORDS - PERSONAL INFO

Personal Information

Enter your personal information. To modify your name or other personal information, submit a change through Talent Ed and/or

User ID is   700

District ID:

Prefix: None

First Name: Test

Middle Name:

Last Name: Tester

Suffix: None

Email: TestTester@bisd303.org

Alt Email:

Position Type: Certificated

Position: Teacher-4th Grade

Location and Membership

District/Organization: Bainbridge Island

Location/Building: Blakely Elementary School

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 – Enter your Personal Info

1. Check that your name and email are correct. You may add a Prefix/Suffix. **Update if needed.**

2. Optionally enter an alternate email.

3. Select Your Position Type, Position, District and Location.

4. **ONLY click Register as Instructor if you teach courses in our Pro Dev Program.**

5. Click   NEXT   (bottom right side of the page).

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MY RECORDS - CONTACT INFO

Step 3 – ADD Address and Phone Info

1. Click Green ADD ADDRESS button. Enter the information and click SAVE on that screen.
   - Click the pencil to edit if needed. Click SAVE.

2. Click Green ADD Phone button. Enter the information and click SAVE on that screen. You can add multiple phone types (e.g. home, cell, work)
   - Click the pencil to edit if needed. Click SAVE.

3. 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
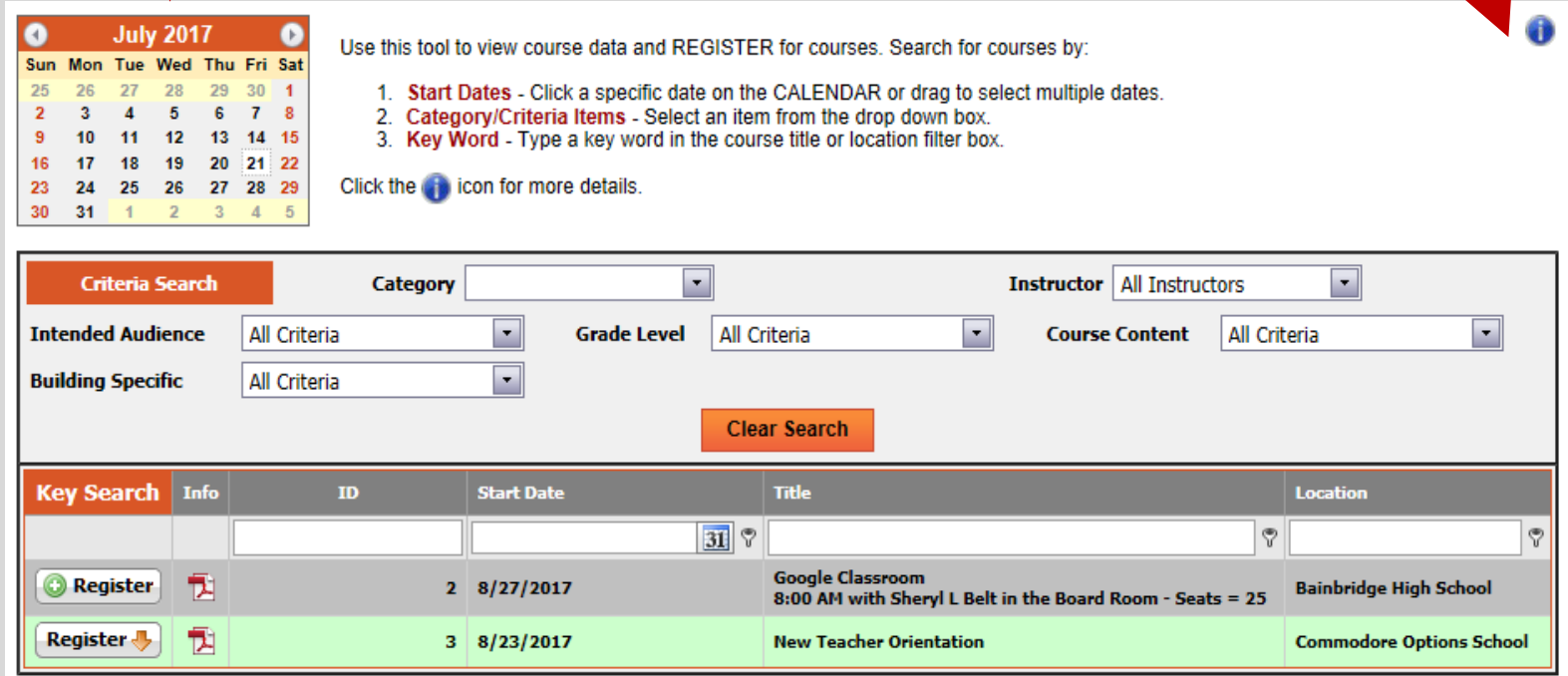
Single Session Course

Multiple Sessions

For multiple session courses, clicking Register will display the sessions. You can choose to register for all or some sessions.

CLICK REGISTER TO BEGIN!

Course Registration

1. 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.
2. The requested number of credits for the course should be populated with the available number of credits. If not, enter that information.
3. Click Submit Registration, or you can click Cancel Registration if you wish to change your mind at this time.

Course Confirmation

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: 4   **Location:**   **District Office**

Course Title: **Orientation for New Employees**

If the number of seats available is blank there is no Wait List for this course. If the number 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. If you do not wish to continue with the registration, click CANCEL at the bottom left of the screen.

Wait	Seats	Title	Date	Starting	Ending	Room
	65	Session 1	8/16/2017	8:30 AM	4:30 PM	Board Room

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. Repeat this for each credit type you desire.

Select Credit Type(s)

Credit Type	Available	Requested	Provider
Clock	10.00	10.0(	Selah SD

When you complete your registration an ics file will automatically download. You can open that file and add this course to your personal calendar.

🗑 CANCEL REGISTRATION   ✔ SUBMIT REGISTRATION

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 Complete

Course ID: 4 Course Title: Orientation for New Employees

Button Instructions go here

> Return to Course Registration
>
> Return 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.**
- **Per state law, 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

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. **Evaluations must be done within 10 days of the last date of the course.**
- 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.

My Records – My Reports

Click into the drop down box to view/print:

1. **Attendance Certificate.**

2. **Individual Course Clock Hour Report**

3. **BISD 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. Watch for a pop-up blocker the first time you open one of these reports.

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

Need HELP?

206-780-1054

Or email at prodev@bisd303.org