BAINBRIDGE ISLAND
SCHOOL DISTRICT
Strong Minds, Strong Hearts, Strong Community

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 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.
- 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: Login

PLEASE NOTE:

All employees have an account in the system

(DO NOT CREATE ACCOUNT!)

Welcome

WELCOME!

EXISTING USERS/BISD EMPLOYEES
Click Login below. Do not create a new account.
If you need assistance call 206-780-1054 or email prodev@bisd303.org

⏻ Login

NEW USERS ONLY

⏻ Create Account

CONTACT US:
Bainbridge Island School District, Professional Development
8489 Madison Ave NE
Bainbridge Island, WA 98110
Office: 206-780-1054
Email: prodev@bisd303.org

COMPLETE YOUR LOGIN

Step 1 – Continued…

Complete the LOGIN

1. Enter your email address. *

2. Enter the temporary password: BISD2017

3. Click Login

4. **You will be prompted to update your password**. Your new password can be any combination of letters, characters and numbers but **MUST BE AT LEAST 8 CHARACTERS LONG.**

| Home | Course Registration | FAQ |

Enter Your Email Address

Enter Your Password

☐ Remember Login

Login

Send Password

Login Instructions

Login Instructions:

Enter your username and password you used to create your account. Then click the Login button to enter the Professional Development management system.

If you do not remember your password or username, click Send Password (under the Login Button) and your password and username will be sent to the email address you used to create your account.

*Email: Most accounts were established with your BISD work email. If you have issues, DO NOT CREATE A NEW ACCOUNT. Contact us for help at 206-780-1054 or email to prodev@bisd303.org

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 – Review 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. Check Your Position Type, Position, District and Location. **Update if needed.**

4. **Click Register as Instructor**

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

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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 **NEXT** (bottom right side of the page).

MY RECORDS - INSTRUCTOR INFO

Step 3 – Add Instructor Information

1. Browse and Upload your resume. Your resume may have been uploaded for you and if so the file name will display on the screen.

2. Select items from the drop down box for Content Preferences, Instructional Setting Preferences and Audience Preferences. As you select an item it will appear in the box below. You may select as many items as desired. If you select an item and wish to remove it, just click on that item in the box and it will be removed.

3. Add one (1) reference. Click the Green Add Reference bar. Complete ALL fields and click the SAVE button on that screen.

4. Optionally provide a short bio.

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.
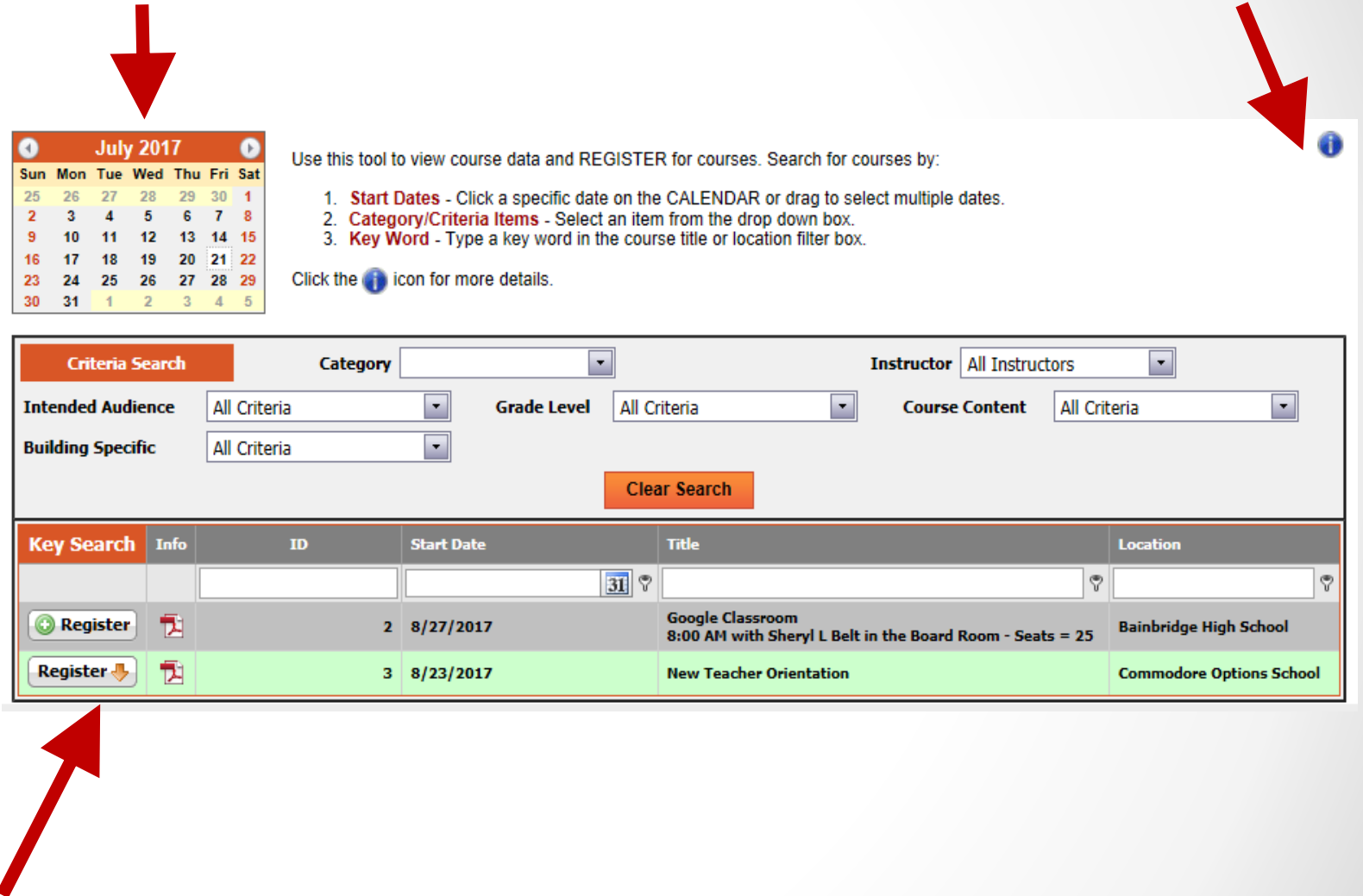
Click the REGISTER button to begin your course registration

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.

CLICK REGISTER TO BEGIN!

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.
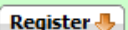3. **Key Word** - Type a key word in the course title or location filter box.

Click the 🛈 icon for more details.

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

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.

| My Courses | My Personal Info | My Contact 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: `BISD Professional Development Transcript` ▾ ⬅

⊟ **Search Criteria**

Select Output ⦿ PDF ◯ XLS ◯ HTML [🔍 Preview] ⬅

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

Note: Further instructions and training will be provided for instructors.