



**Getting Started Guide for our 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 [pd@mvsd320.org](mailto:pd@mvsd320.org).
- You can use this email to submit questions

- Need help? Contact us:

[pd@mvsd320.org](mailto:pd@mvsd320.org)

360-428-6110

# Where Do I Find ProDev?

Access the ProDev system from the District website OR

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


# LOGIN TO YOUR ACCOUNT

## Step 1: Login

### PLEASE NOTE:

All employees have been preloaded into the system

**(DO NOT CREATE ACCOUNT!)**



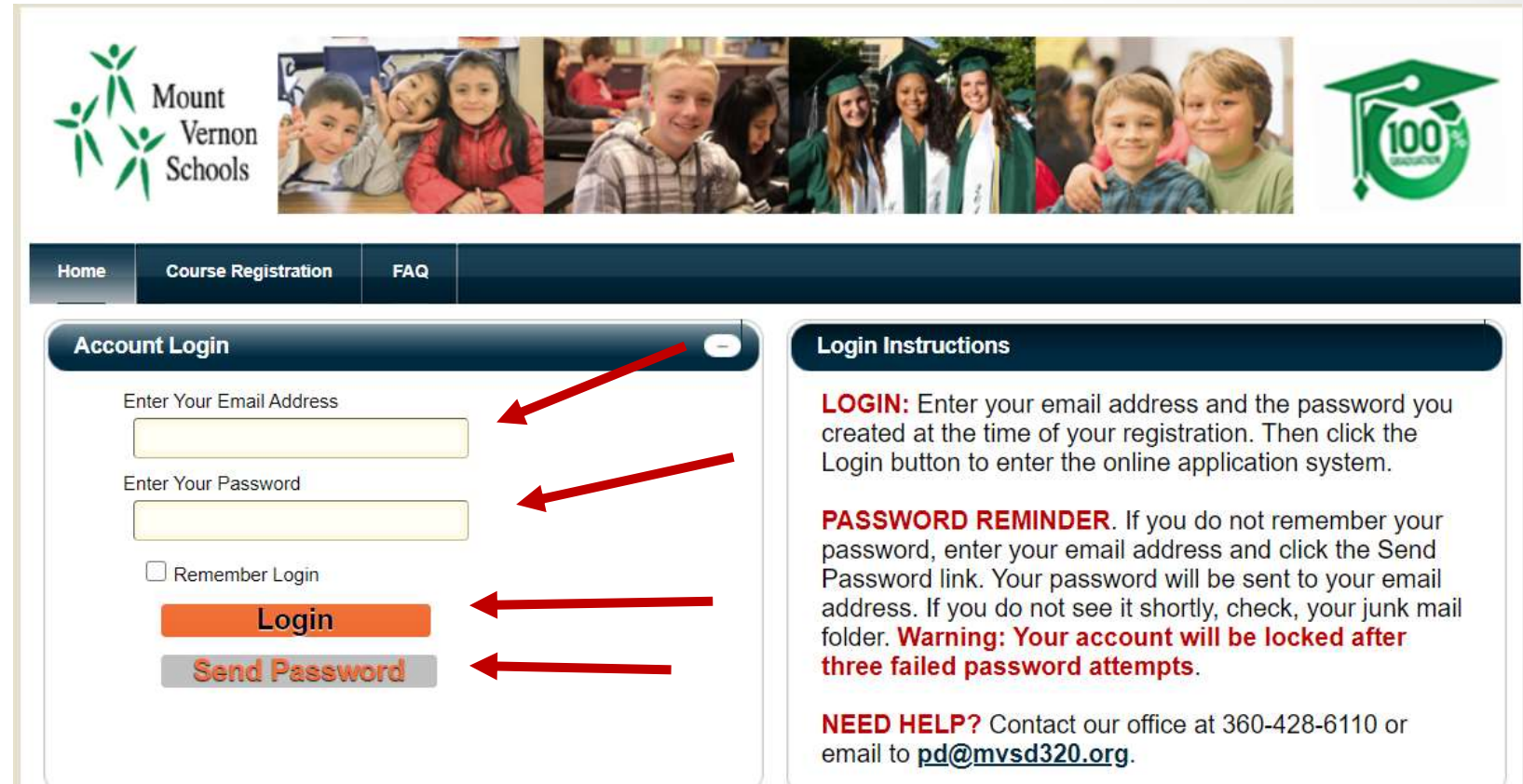
The screenshot shows a web portal interface. At the top, a dark blue header contains the word "Welcome". Below this is a logo for "MVSD TEACHING & LEARNING" featuring a word cloud of educational terms like "COACHING", "INSTRUCTIONAL", and "GRADUATION". To the right of the logo is the text "Professional Development Portal". Below the logo, there are two main sections: "EXISTING USERS-MVSD EMPLOYEES" and "NEW USERS". Under "EXISTING USERS-MVSD EMPLOYEES", there is a green power button icon followed by the text "Login". A red arrow points from the "Step 1: Login" text to this "Login" button. Under "NEW USERS", there is a green power button icon followed by the text "Create Account". At the bottom left, there is a "Need Help?" section with contact information for Mount Vernon School District: "124 E. Lawrence St, Mount Vernon, WA 98273", "360-428-6110", and "pd@mvsd320.org".

# COMPLETE YOUR LOGIN

Step 1 – Continued...

## Complete the LOGIN

1. Enter your Mount Vernon work email address.
2. Enter the temporary password provided to you.
3. If you do not remember the password, enter your email and click the Send Password link at the bottom.
4. Click LOGIN



The screenshot shows the Mount Vernon Schools website's login interface. At the top, there is a navigation bar with links for Home, Course Registration, and FAQ. Below this is a banner area featuring the Mount Vernon Schools logo, a collage of students, and a 100th Anniversary logo. The main content area is divided into two sections: 'Account Login' and 'Login Instructions'. The 'Account Login' section contains two text input fields for 'Enter Your Email Address' and 'Enter Your Password', a 'Remember Login' checkbox, and two buttons: 'Login' and 'Send Password'. Red arrows point to each of these elements. The 'Login Instructions' section provides detailed guidance on how to use the login system, including a warning about account lockouts after three failed attempts and contact information for help.

Home Course Registration FAQ

**Account Login**

Enter Your Email Address

Enter Your Password

Remember Login

**Login**

**Send Password**

**Login Instructions**

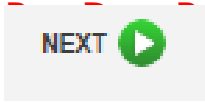
**LOGIN:** Enter your email address and the password you created at the time of your registration. Then click the Login button to enter the online application system.

**PASSWORD REMINDER.** If you do not remember your password, enter your email address and click the Send Password link. Your password will be sent to your email address. If you do not see it shortly, check your junk mail folder. **Warning: Your account will be locked after three failed password attempts.**

**NEED HELP?** Contact our office at 360-428-6110 or email to [pd@mvsd320.org](mailto:pd@mvsd320.org).

# MY RECORDS - PERSONAL INFO

## 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 Mount Vernon 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 program.**
8. Click  (bottom right side of the page).

**My Courses** **My Personal Info** **My Contact Info** **Reports**

**Personal Information**  
Enter your personal information.

User ID is 9  
District ID:  
Prefix

**First Name**   
Middle Name   
**Last Name**   
Suffix


**Email**   
Alt Email

**Position Type**   
**Position**

**Location and Membership**


**District/Organization**   
**Location/Building**   
Member Groups (Optional)

**Professional Development Instructors**  
Check the box below if you are a Professional Development Program Instructor.  
REGISTER AS INSTRUCTOR?

**NEXT** 

# 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**

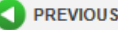

Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type: Work Phone

Phone Number: (425) 204-2404

Extension: \_\_\_\_\_

 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

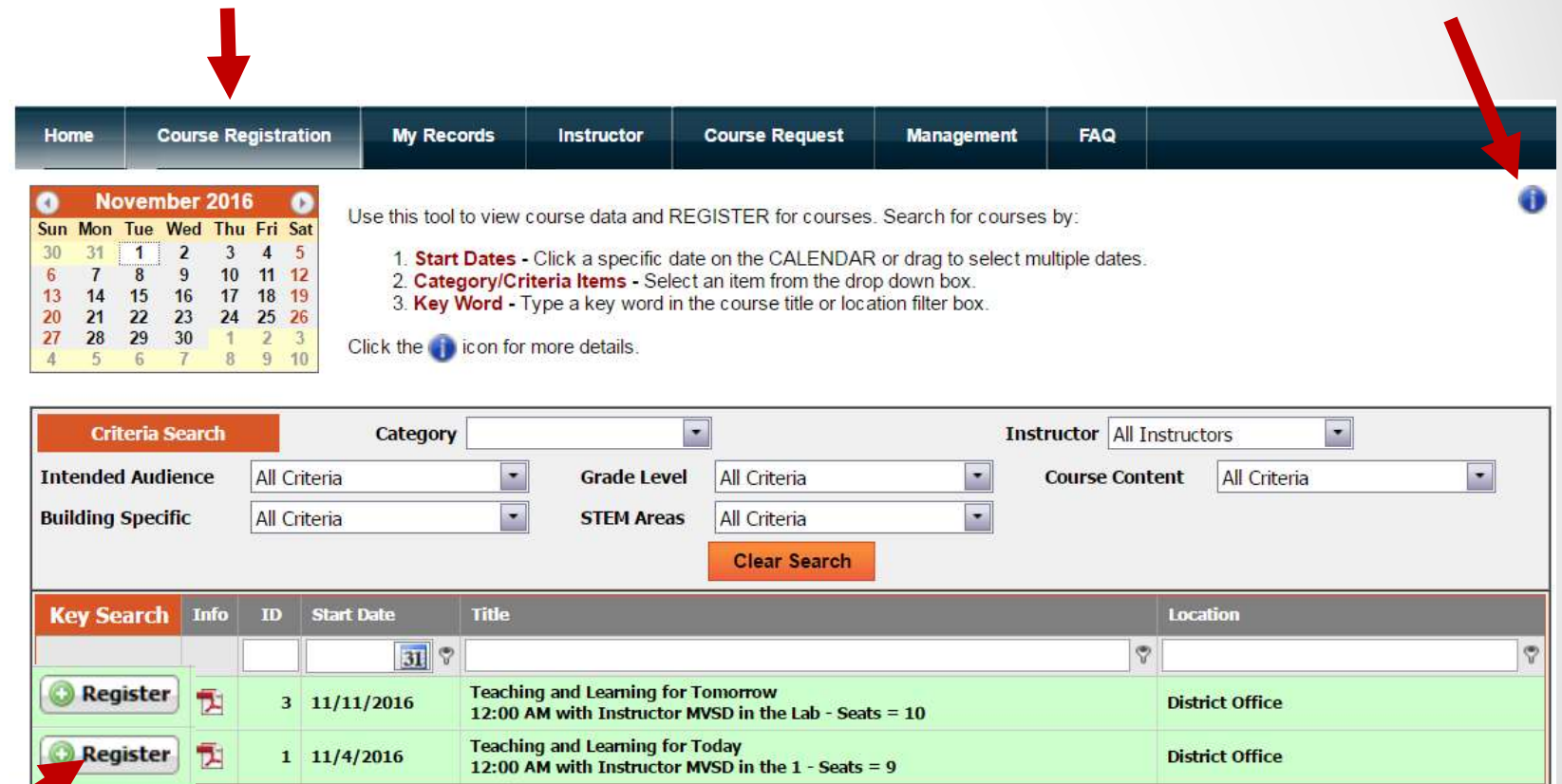


Multiple Sessions



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 Instructor Course Request Management FAQ

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	10

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  STEM Areas

Key Search	Info	ID	Start Date	Title	Location
<input type="button" value="Register"/>		3	11/11/2016	Teaching and Learning for Tomorrow 12:00 AM with Instructor MVSD in the Lab - Seats = 10	District Office
<input type="button" value="Register"/>		1	11/4/2016	Teaching and Learning for Today 12:00 AM with Instructor MVSD in the 1 - Seats = 9	District Office

# 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: 3

Course Title: Teaching and Learning for Tomorrow

Location: District Office

**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	Date	Starting	Ending	Room
	10	Session 1	11/11/2016	12:00 AM	12:00 AM	Lab

**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, 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: 3 Course Title: Teaching and Learning for Tomorrow

### 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	12.00	<input type="text" value="12.00"/>	Mount Vernon School District

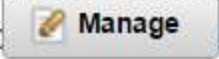
Either **SUBMIT REGISTRATION** to complete your registration or click **Cancel Registration Details** to clear the information. After you click **Submit Registration** the system will send you a confirmation email.



# 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

 **Manage** Course Title: **Teaching and Learning for Tomorrow**

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 all 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.
- 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
 Complete Evaluation
 Evaluation Due Date Missed
 Eval Completed
 Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, C=Complete, NS=No Show

Click to view session enrollment details
 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 and you are enrolled.
 Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.

When multiple pages of courses display, click the ... at the end to display all courses.

If you have filtered, click to return to the full view.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Status	AV
	1865	5/5/2020	FCS08: Child and Adolescent Development 4:00 PM with Ashleigh Michelle Moe in the Cascade Commons-Cafeteria	Cascade Commons						NV
	1867	4/24/2020	FCS07 & FCS 10: Behavior Management Strategies & Positive and Safe Learning Environments 2:00 PM with Andrea Sundberg in the District Office Large Conference Room	District Office						NV

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.**

The screenshot shows the 'My Courses' interface with a legend and a table of course details. The legend explains the icons used in the table: a downward arrow for session details, a green checkmark for 'Enrolled', a red X for 'Canceled', a yellow warning triangle for 'Wait List', and a blue circle for 'Combo'. The table below shows two courses with their respective icons and status.

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

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Eval Completed Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, C=Complete, NS=No Show

Click to view session enrollment details

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 and you are enrolled.

Combo  
Sessions are a combo of enrolled, cancelled, &/or Wait List.

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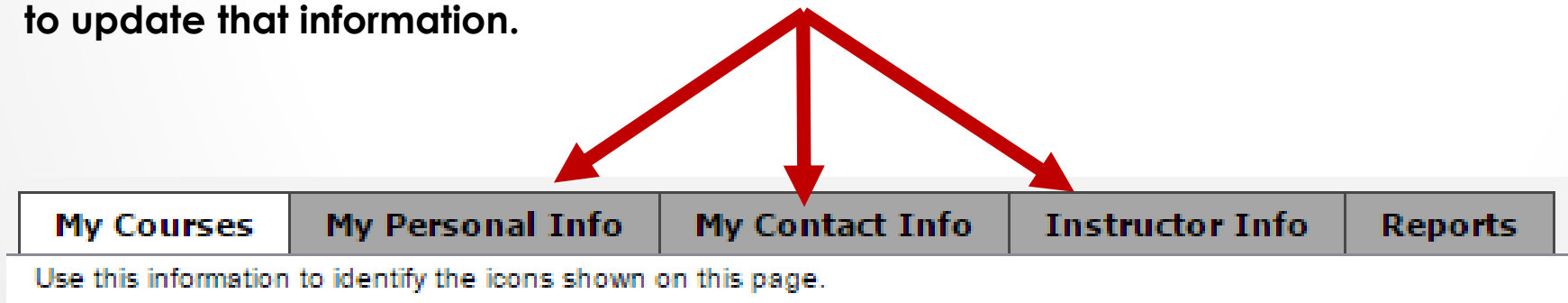
# My Records – Updating Information

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 Mount Vernon 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. Mount Vernon Transcript

After you select your report type, click **PREVIEW** to see that report. For the Attendance Certificate report you will also first select that



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". The "Reports" tab is active. Below the navigation bar, there is a text instruction: "Click into the drop down box to select the desired report. Click the pdf output option. For some reports appear in the drop down box, click on the My Courses tab to complete the course evaluation. The instructor complete the evaluation before you can print an attendance certificate, clock hour or transcript report for a".

Below the instruction, there is a "Select Report:" label followed by a dropdown menu. The dropdown menu is open, showing two options: "Attendance Certificate" and "Mount Vernon Professional Development Transcript".

At the bottom of the form, there is a "Select Output" section with three radio buttons: "PDF" (selected), "XLS", and "HTML". To the right of these buttons is a yellow "Preview" button with a magnifying glass icon. A red arrow points to the "Preview" button.

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

# Need HELP?

360-428-6110

Or email at [pd@mvsd320.org](mailto:pd@mvsd320.org)