



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.
- You can use this email to submit questions
- Need help? Contact Holly Carter:
hcarter@mvsd320.org
360-428-6165

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:

When hired, you were given automatic authorization to the PD Portal.

(DO NOT CREATE ACCOUNT!)

Welcome

MVSD TEACHING & LEARNING

Professional Development Portal

EXISTING USERS-MVSD EMPLOYEES

NEW USERS

Need Help?
Mount Vernon School District
124 E. Lawrence St, Mount Vernon, WA 98273
360-428-6110
pd@mvsd320.org

COMPLETE YOUR LOGIN

Step 1 – Continued...

Complete the LOGIN

1. Enter the email address & password that you used when creating your Job Portal account.
2. If you do not remember the password, enter your email and click the Send Password link at the bottom.
3. Click LOGIN

Mount Vernon Schools

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.

MY RECORDS - PERSONAL INFO

Step 2 – Complete your Personal Info

1. Check that your name is correct. You may add a Prefix/Suffix.
2. Enter your work email address. Once your email address is updated, this will be the email address that you will use to log in. 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 Pro Dev 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  None 


First Name  Pd



Middle Name 



Last Name  Tester

Suffix  None 



Email  PDTester@hmplus.net



Alt Email 


Position Type  Certificated 

Position  Teacher 

Location and Membership


District/Organization  Mount Vernon School District 

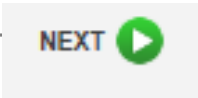
Location/Building  District Office 

Member Groups (Optional) 

Professional Development Instructors


Check the box below if you are a Professional Development Program Instructor.

REGISTER AS INSTRUCTOR? 



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 Is this your primary address?

*Address 1

Address 2

*City *State



*Zip Code

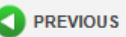

 Save  Return

+ ADD PHONE

Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type Phone Number 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.

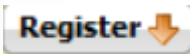
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

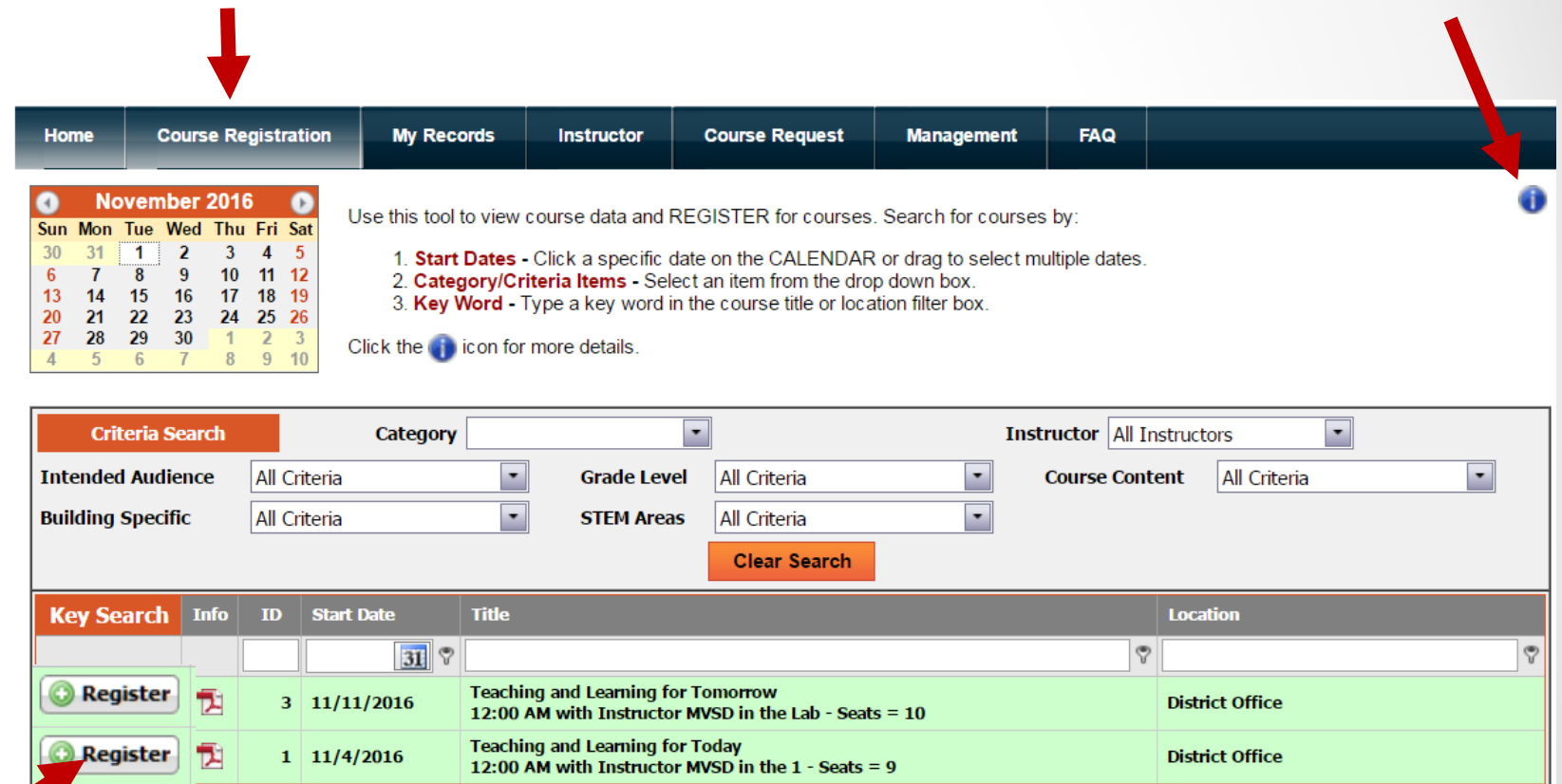



Multiple Sessions



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.



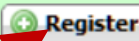

Click the  icon for more details.

Criteria Search



Category Instructor

Intended Audience Grade Level Course Content


Building Specific STEM Areas

Key Search	Info	ID	Start Date	Title	Location
		3	11/11/2016	Teaching and Learning for Tomorrow 12:00 AM with Instructor MVSD in the Lab - Seats = 10	District Office
		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

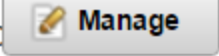
Either **SUBMIT REGISTRATION** to complete your registration or click **Cancel Registration Details** to clear the information. After you click **Submit Registration** the system will send you a confirmation email.

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 **14 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 (14) 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. At the top, there are tabs for 'My Courses', 'My Personal Info', 'My Contact Info', and 'Reports'. Below the tabs, there is a legend for icons: Course Information (document icon), Email Instructor (envelope icon), Complete Evaluation (document with checkmark icon), Evaluation Due Date Missed (warning icon), Eval Completed (checkmark icon), and Cancel Course (trash can icon). Below the legend, there is a note: 'AV is the last column = Attendance Verification: NV=Not Verified, C=Complete, NS=No Show'. Below that, there is a legend for status indicators: Enrolled (green checkmark), Canceled (red X), Wait List (yellow warning triangle), and Combo (blue circle). Below the legend, there is a note: 'When multiple pages of courses display, click the ... at the end to display all courses.' Below that, there is a note: 'If you have filtered, click [refresh icon] to return to the full view.' Below the notes, there is a table with the following columns: ID, Start Date, Course, Location, Info, eMail, Eval, Cancel, Status, and AV. The table contains two rows of course information. A red arrow points to the search bar in the table header. Five red arrows point to the Info, eMail, Eval, Cancel, and Status columns in the table header.

	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
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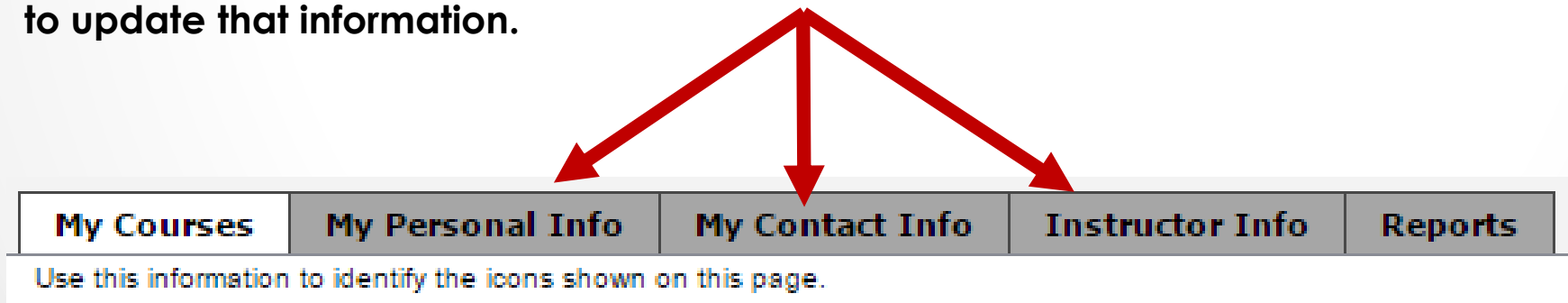
My Records – Updating Information

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.

Below the form, there is a text instruction: "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