

RICHLAND SCHOOL DISTRICT ADMINISTRATORS & INSTRUCTORS

ACTIVATING AN ACCOUNT ON THE PROFESSIONAL DEVELOPMENT PORTAL

Review these instructions and complete these activities PRIOR to the June 30 2019. If you encounter any difficulties contact Erika Doyle.

USE THE LINK BELOW TO ACCESS THE SYSTEM AND LOGIN

- <https://richlandprodev.hrmpplus.net>

- **CLICK THE LOGIN BUTTON**
(Do NOT click Create Account)

The screenshot shows the homepage of the Professional Development System for Richland School District. At the top, there is a banner with the district logo and the word 'Excellence'. Below the banner is a navigation menu with links for Home, Course Registration, and FAQ. The date 'Sunday, June 09, 2019' is displayed, along with a 'Login' button. A 'Quick Links' section contains a link to the 'Job Application System'. The main heading reads 'PROFESSIONAL DEVELOPMENT SYSTEM RICHLAND SCHOOL DISTRICT - WELCOME!'. Below this, a message for employees states: 'EMPLOYEES: Do NOT click Create Account . Click Login below and follow the instructions emails to you.' Two buttons are provided: 'EXISTING USERS Login' and 'NEW USERS Create Account'. A yellow arrow points from the text 'CLICK THE LOGIN BUTTON' to the 'Login' button for existing users.

THIS SYSTEM USES THE SAME EMAIL ADDRESS & PASSWORD USED ON THE RICHLAND JOB APPLICATION SYSTEM.

- **Enter your work email address.**
- **Enter your password OR click Send Password Link**
- **The system will send your password to your email account.**
- **Retrieve that password and log in with your email address and password. Click LOGIN**

The screenshot shows a login interface with the following elements:

- Enter Your Email Address**: A text label above a yellow input field. A yellow arrow points to the right side of the field.
- Enter Your Password**: A text label above a yellow input field. A yellow arrow points to the right side of the field.
- Remember Login**: A checkbox and text label.
- Login**: An orange button.
- Send Password**: A grey button.

Four yellow arrows originate from the right side of the image, pointing to the right side of the email input field, the right side of the password input field, the right side of the Login button, and the right side of the Send Password button.

MY RECORDS.

- Once logged in the system should take you to My Records, Personal Info where you will see a page like the example shown here. If not, click on My Records at the top of the page.
- Check your information and update as needed.
- Do not select anything in the Member Groups box.
- Click the **REGISTER AS INSTRUCTOR** check box at the bottom
- Click the **NEXT** button on the bottom right side of the page.

Personal Information
Enter your personal information.

User ID is 67582

Exchange ID:

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






CONTACT INFO


- **Check your address and telephone information. If it is not correct, notify HR to make a change.**
- **Click Next at the bottom of the page.**





 ADD ADDRESS

	Address Type	Primary	Address 1	Address 2	City	State	Zip	
	Mail Address	<input checked="" type="checkbox"/>	12 Main Street		Main	Washington	98010	

Telephone Information

Click  to add your phone number information.  You must enter at least one telephone number. Adding others is very helpful when attempting to contact you. Only one phone number can be entered for each phone number type. Click  for assistance.

 ADD PHONE

Phone Number Type	Phone Number	Extension		
Cell Number	(222) 222-2222			
Work Phone	(111) 111-1111	111111		

NEXT



INSTRUCTOR INFO

1. **Publish Directory.**
Click No as not in use.
2. **Click Choose File,**
browse & upload your
resume.
3. **Click into the drop
down boxes and select
the appropriate items.**
You may click & select
multiple items. If you
clicked one you did not
intend to select, click
on it in the box to
remove it.

**Publish Your Name/Address
in our Internal Instructor Directory?** Yes No

Resume (Browse and Upload) No file chosen

Expertise.

- Curriculum Development
- Differentiating Instruction

Instructional Preferences.


- Book Study
- Traditional Classroom

Audience Preferences

- My Building
- My Job Alike Group

INSTRUCTOR INFO - CONTINUED

1. Click ADD NEW REFERENCE. This will open a grid to be completed. Only enter one reference.
2. Select Professional as Reference Code. Enter all other fields except Extn and Alt Phone, Extn. (as shown in the example below)
3. Click SAVE.

+ Add New Reference. You are required to add one (1) reference and must do so before proceeding. 

Name	Organization	Title	Phone	Extn
Any owner	Professional Development, Inc	Owner	(111) 111-1111	

Reference Code Name

Organization Title

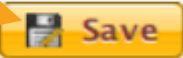

Address1

Address2

City State Zip

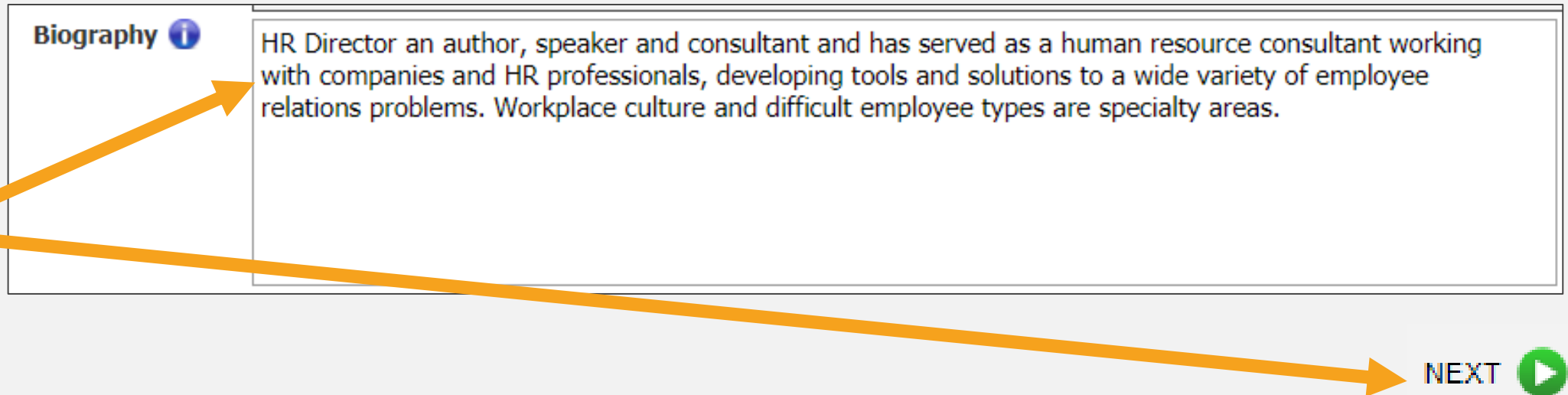
Phone Extn Alt Phone Extn

Email

INSTRUCTOR INFO - *CONTINUED*

1. In the text box for “Biography” enter a short biography statement. This appears on course detail reports for attendees as required by OSPI. As you enter text the system saves the information.
2. Click NEXT at the bottom.



The screenshot shows a form with a label "Biography" and an information icon. The text box contains the following text: "HR Director an author, speaker and consultant and has served as a human resource consultant working with companies and HR professionals, developing tools and solutions to a wide variety of employee relations problems. Workplace culture and difficult employee types are specialty areas." Below the text box is a "NEXT" button with a play icon. Two orange arrows point from the left side of the image to the "Biography" label and the "NEXT" button.

Biography ⓘ

HR Director an author, speaker and consultant and has served as a human resource consultant working with companies and HR professionals, developing tools and solutions to a wide variety of employee relations problems. Workplace culture and difficult employee types are specialty areas.



NEXT ▶

ACTIVATE!

Click the **ACTIVATE ACCOUNT** button.

You are done and ready to use the system. Refer to further instructions emailed to you and/or go to Instructor, then click on Resources for “how to” documents.

☐ My Records Information.


New Users: The first time through you are prompted to complete each page. 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 your data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructors (if applicable) and Reports. Click on a tab to view your information. **Only the district can change your name, position and/or address/phone information.** Click the following link to submit that change request: [ADDRESS/PHONE/NAME CHANGE FORM](#)

☐ 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**