

**EMPLOYEES
ACTIVATING AN ACCOUNT ON
THE PROFESSIONAL DEVELOPMENT
PORTAL**

Review these instructions and complete these activities PRIOR to July 1. If you encounter any difficulties contact TLC by email to prodev@rsd.edu

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 slogan 'Excellence'. Below the banner is a navigation menu with 'Home', 'Course Registration', and 'FAQ'. A date indicator shows 'Sunday, June 09, 2019'. 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.' There are two buttons: 'EXISTING USERS Login' and 'NEW USERS Create Account'. A yellow arrow points from the text 'CLICK THE LOGIN BUTTON' to the 'Login' button.

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

- **Enter your email address (the same one you use with the Job Application System).**
- **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**
- **Do NOT go back and Create an Account. If you have issues, contact us for assistance.**

The image shows a login form with the following elements:

- Enter Your Email Address**: A text input field with a yellow background, indicated by an orange arrow from the right.
- Enter Your Password**: A text input field with a yellow background, indicated by an orange arrow from the right.
- Remember Login**: A checkbox with the text "Remember Login" in blue.
- Login**: An orange button with the text "Login" in white.
- Send Password**: A grey button with the text "Send Password" in orange.

Four orange arrows point from the right side of the form to the email input field, the password input field, the "Login" button, and 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. If it is not correct, contact HR for an update.
- Do not select anything in the Member Groups box.
- Do **NOT** 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 your information is incorrect, contact HR to update your information.**
- **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 [i](#) for assistance.

[+ ADD PHONE](#)

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



NEXT

ACTIVATE!

Click the **ACTIVATE ACCOUNT** button.

You are done and ready to use the system. You can go to **COURSE REGISTRATION** and register for courses and/or view your information in **MY RECORDS**.

☐ 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**