

# PD Request User Manual

## URL:

<https://services.ivc.edu/PDRequest/Login.html>

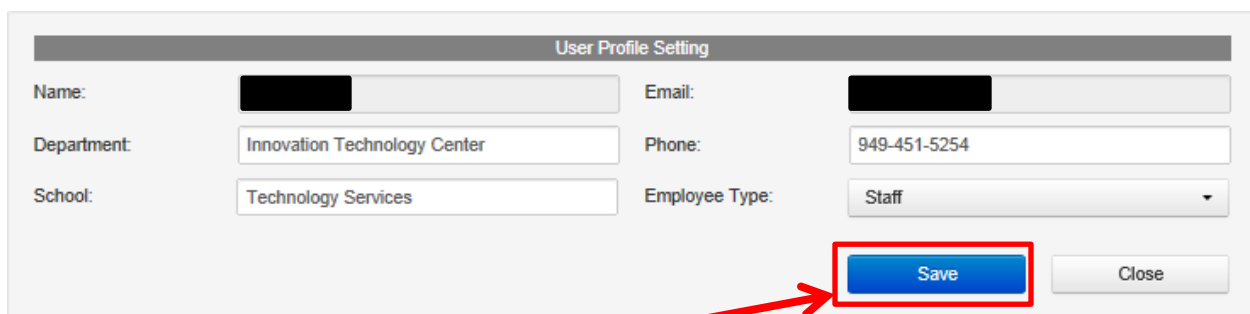
## PERSONAL USER INFORMATION

If you are a new user, once logged in, the URL will take you to a “User Profile Setting” page to set up your personal user account.

**\*First time users must save user information setting in order to move forward. The page will not allow you to enter the home page without first setting up a user account.**

\*However, if you are not new and already have a user account set up, the URL will take you directly to the home page.

### New Users:

A screenshot of the 'User Profile Setting' form. It contains fields for Name, Email, Department (Innovation Technology Center), Phone (949-451-5254), School (Technology Services), and Employee Type (Staff). A red box highlights the 'Save' button, with a red arrow pointing to it from the left. A 'Close' button is also visible.

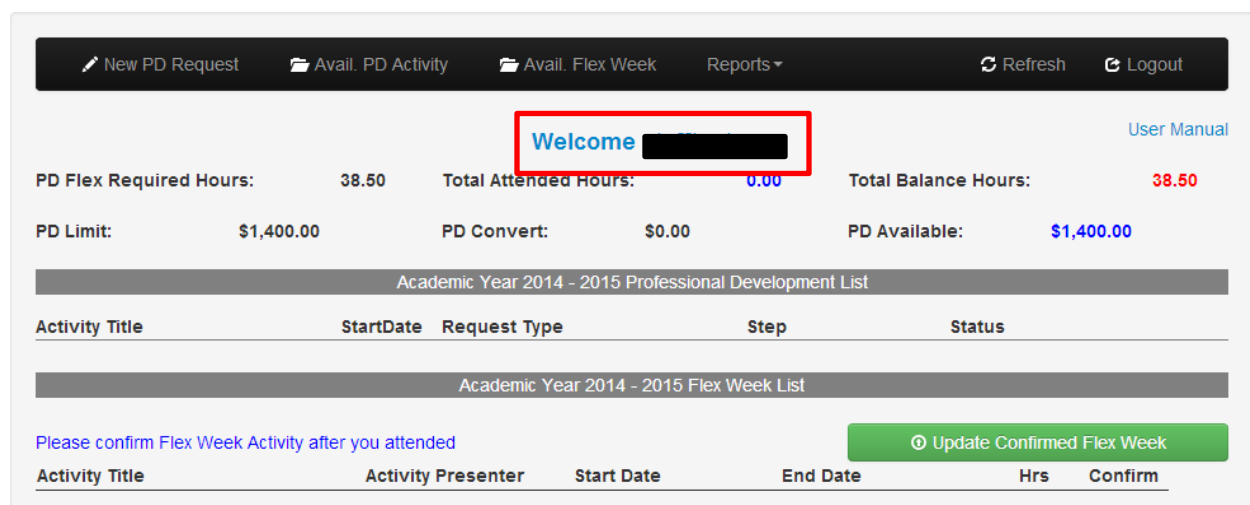
User Profile Setting	
Name:	<input type="text"/>
Email:	<input type="text"/>
Department:	<input type="text" value="Innovation Technology Center"/>
Phone:	<input type="text" value="949-451-5254"/>
School:	<input type="text" value="Technology Services"/>
Employee Type:	<input type="text" value="Staff"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

Change the desired sections and click the “Save” option to save your information.

If you do not wish to save your newly inputted information, log out of the browser.

To change personal information on your user account, click your username that is highlighted blue.

### Home Page:

A screenshot of the Home Page dashboard. It features a top navigation bar with links like 'New PD Request', 'Avail. PD Activity', 'Avail. Flex Week', and 'Reports'. Below this is a 'Welcome' message with a red box around the username. The dashboard displays various statistics: PD Flex Required Hours (38.50), Total Attended Hours (0.00), Total Balance Hours (38.50), PD Limit (\$1,400.00), PD Convert (\$0.00), and PD Available (\$1,400.00). There are two tables: 'Academic Year 2014 - 2015 Professional Development List' and 'Academic Year 2014 - 2015 Flex Week List'. A green button 'Update Confirmed Flex Week' is at the bottom right.

Academic Year 2014 - 2015 Professional Development List					
Activity Title	StartDate	Request Type	Step	Status	

Academic Year 2014 - 2015 Flex Week List					
Activity Title	Activity Presenter	Start Date	End Date	Hrs	Confirm

# NEW PD REQUEST

To create a new PD Request form, you will first start off by going to the left hand corner of the page and Click on the “New PD Request” link.

The screenshot shows a dashboard with a top navigation bar. The 'New PD Request' link is highlighted with a red box. Below the navigation bar, there is a 'Welcome' message and a 'User Manual' link. A summary section displays various metrics: PD Flex Required Hours (38.50), Total Attended Hours (0.00), Total Balance Hours (38.50), PD Limit (\$1,400.00), PD Convert (\$0.00), and PD Available (\$1,400.00). Below this, there are two tables: 'Academic Year 2014 - 2015 Professional Development List' and 'Academic Year 2014 - 2015 Flex Week List'. A green button labeled 'Update Confirmed Flex Week' is also visible.

Activity Title	StartDate	Request Type	Step	Status
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Activity Title	Activity Presenter	Start Date	End Date	Hrs	Confirm
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Once you have clicked the “New PD Request” link, it will take you to a “Pre-activity Professional Development” page:

The screenshot shows the 'Pre-activity Professional Development' form. It has a top navigation bar with 'Home', 'Print View', and 'Logout' links. The form is divided into three main sections: 'User Information', 'Activity Detail', and 'Request Details'. The 'User Information' section includes fields for Requestor, Date, Email, Department, Phone, School, and Employee Type. The 'Activity Detail' section includes fields for Activity Title, Activity Organizer, Activity City, Activity State, Activity Description, Activity Link, Start Date, and End Date. The 'Request Details' section includes a field for Resource Type. All required fields are marked with an asterisk and blue text.

**Pre-activity Professional Development**

All blue fields are required information

**User Information**

Requestor: [Text Field] Date: [Text Field]

\* Email: [Text Field] \* Department: [Text Field]

\* Phone: 949-123-4567 \* School: [Text Field]

\* Employee Type: Full Time Faculty

**Activity Detail**

\* Activity Title: [Text Field] \* Activity Organizer: [Text Field]

\* Activity City: [Text Field] \* Activity State: Select... [Dropdown]

\* Activity Description: [Text Field]

Activity Link: [Text Field]

\* Start Date: [Text Field] \* End Date: [Text Field]

**Request Details**

\* Resource Type: Select... [Dropdown]

To complete this fill out all the blue fields because it is required.

## Activity Detail

Activity Detail			
* Activity Title:	<input type="text"/>	* Activity Organizer:	<input type="text"/>
* Activity City:	<input type="text"/>	* Activity State:	Select... ▼
* Activity Description:	<input type="text"/>		
Activity Link:	<input type="text"/>		
* Start Date:	<input type="text"/>	* End Date:	<input type="text"/>

Fill out all the required blue fields in Activity Detail before continuing on to the next section of the form.

## Resource Type

### Hours:

When choosing “Hours” for the Request Details section of the form, “Justification Area(s)” and “Request for Hours” should come out as shown: (at least one box underneath the Justification Area needs to be marked to continue forward.)

Request Details		
* Resource Type:	Hours ▼	
* Justification Area(s)		
Participation in the conference will contribute to your staff development in which of the following area?		
Description	Check all that apply	
Improvement of teaching.	<input type="checkbox"/>	
Maintenance of current academic, technical knowledge and skills.	<input type="checkbox"/>	
In-service training for vocational education and employment preparation programs.	<input type="checkbox"/>	
Retraining to meet changing institutional needs.	<input type="checkbox"/>	
Intersegmental exchange programs.	<input type="checkbox"/>	
Development of innovations in instructional and administrative techniques and program effectiveness.	<input type="checkbox"/>	
Computer and technology proficiency programs.	<input type="checkbox"/>	
Courses and training implementing affirmative action and upward mobility programs.	<input type="checkbox"/>	
Other activities determined to be related to educational and professional development.	<input type="checkbox"/>	
Justification Narrative		
* Describe the proposed activity/conference and how your participation will contribute to your professional development.		
<input type="text"/>		
Attach a file (PDF Only):	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>
* Request for Hours		
Description	Pre activity	Post activity
Flex (Professional Development) Presenter Hours:	<input type="text"/>	X 3
Flex (Professional Development) Participant Hours:	<input type="text"/>	
Total Hours Request:		
Professional Development Approval Request		
Step:	Pre-activity	Status: Draft
<input type="checkbox"/> Click here to add comments		
<input type="button" value="Save as Draft"/>		<input type="button" value="Submit for Approval"/>
Comments History		

## Reimbursement:

When choosing “Reimbursement” for the Request Detail section of the form, “Justification Area(s)” and “Request for Reimbursement” should appear as shown: (at least one box underneath the Justification Area needs to be marked to continue forward.)

**Request Details**

\* Resource Type: Reimbursement

\* Justification Area(s)

Participation in the conference will contribute to your staff development in which of the following area?

Description	Check all that apply
Improvement of teaching.	<input type="checkbox"/>
Maintenance of current academic, technical knowledge and skills.	<input type="checkbox"/>
In-service training for vocational education and employment preparation programs.	<input type="checkbox"/>
Retraining to meet changing institutional needs.	<input type="checkbox"/>
Intersegmental exchange programs.	<input type="checkbox"/>
Development of innovations in instructional and administrative techniques and program effectiveness.	<input type="checkbox"/>
Computer and technology proficiency programs.	<input type="checkbox"/>
Courses and training implementing affirmative action and upward mobility programs.	<input type="checkbox"/>
Other activities determined to be related to educational and professional development.	<input type="checkbox"/>

**Justification Narrative**

\* Describe the proposed activity/conference and how your participation will contribute to your professional development.

Attach a file (PDF Only):  Choose file Upload

\* Request for Reimbursement

Description	Pre activity	Post activity
Registration Fees:	<input type="text"/>	
Travel Costs (Air, Train, Bus etc):	<input type="text"/>	
Mileage ( \$0.565 per mile):	<input type="text"/>	
Lodging Cost Total:	<input type="text"/>	
Number of Breakfasts ( \$12 per breakfast):	<input type="text"/>	
Number of Lunches ( \$16 per lunch):	<input type="text"/>	
Number of Dinners ( \$27 per dinner):	<input type="text"/>	
Other Cost Total:	<input type="text"/>	<input type="text"/>
Sub-Total:		
Funding from Other Sources:	<input type="text"/>	<input type="text"/>
Funding has been approved	<input checked="" type="radio"/> No <input type="radio"/> Yes	Comments: <input type="text"/>
Total Costs:		
Total Amount Request:		

## Hours and Reimbursement:

When choosing “Hours and Reimbursement”, for the Request Detail section of the form, “Justification Area(s)”, “Request for Hours”, and “Request for Reimbursement” should appear as shown: (at least one box underneath the Justification Area needs to be marked to continue forward.)

**\* Resource Type:** Hours and Reimbursement

**\* Justification Area(s)**

Participation in the conference will contribute to your staff development in which of the following area?

Description	Check all that apply
Improvement of teaching.	<input type="checkbox"/>
Maintenance of current academic, technical knowledge and skills.	<input type="checkbox"/>
In-service training for vocational education and employment preparation programs.	<input type="checkbox"/>
Retraining to meet changing institutional needs.	<input type="checkbox"/>
Intersegmental exchange programs.	<input type="checkbox"/>
Development of innovations in instructional and administrative techniques and program effectiveness.	<input type="checkbox"/>
Computer and technology proficiency programs.	<input type="checkbox"/>
Courses and training implementing affirmative action and upward mobility programs.	<input type="checkbox"/>
Other activities determined to be related to educational and professional development.	<input type="checkbox"/>

**Justification Narrative**

\* Describe the proposed activity/conference and how your participation will contribute to your professional development.

Attach a file (PDF Only):

**\* Request for Hours**

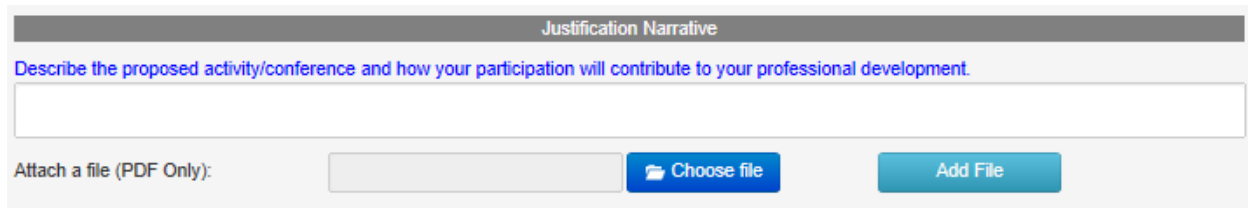
Description	Pre activity	Post activity
Flex (Professional Development) Presenter Hours:	<input type="text"/> X 3	
Flex (Professional Development) Participant Hours:		<input type="text"/>
Total Hours Request:		

**\* Request for Reimbursement**

Description	Pre activity	Post activity
Registration Fees:	<input type="text"/>	
Travel Costs (Air, Train, Bus etc):	<input type="text"/>	
Mileage ( \$0.565 per mile):	<input type="text"/>	
Lodging Cost Total:	<input type="text"/>	
Number of Breakfasts ( \$12 per breakfast):	<input type="text"/>	
Number of Lunches ( \$16 per lunch):	<input type="text"/>	
Number of Dinners ( \$27 per dinner):	<input type="text"/>	
Other Cost Total:	<input type="text"/>	<input type="text"/>
Sub-Total:		
Funding from Other Sources:	<input type="text"/>	<input type="text"/>
Funding has been approved	<input checked="" type="radio"/> No <input type="radio"/> Yes	Comments: <input type="text"/>
Total Costs:		

## Justification Narrative

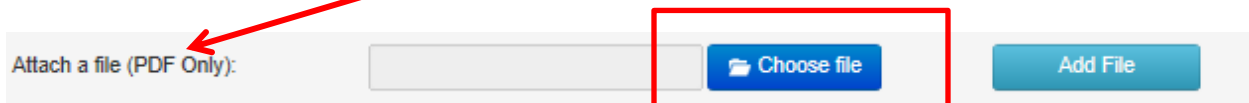
Make sure to fill out the blue field because it is required and you will not be able to continue on to submitting the form.



The screenshot shows a form titled "Justification Narrative". Below the title is a blue instruction text: "Describe the proposed activity/conference and how your participation will contribute to your professional development." Below this is a large, empty text input field. At the bottom of the form, there is a section labeled "Attach a file (PDF Only):" followed by a file input field, a blue "Choose file" button, and a light blue "Add File" button.

## Attaching Files

When attaching a PDF file, first you must go to the "Attach a File" section and Click on the blue "Choose File" Button:

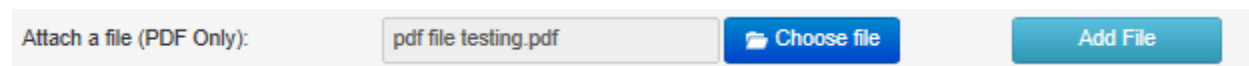


This screenshot shows the "Attach a file (PDF Only):" section. A red arrow points from the text above to the "Choose file" button. The "Choose file" button is highlighted with a red rectangular box. The "Add File" button is also visible to the right.

The blue button will then open up a window to choose from files.

REMEMBER: The file must be in PDF format in order for you to add the file.

After attaching the PDF of your choice, it will appear as so:



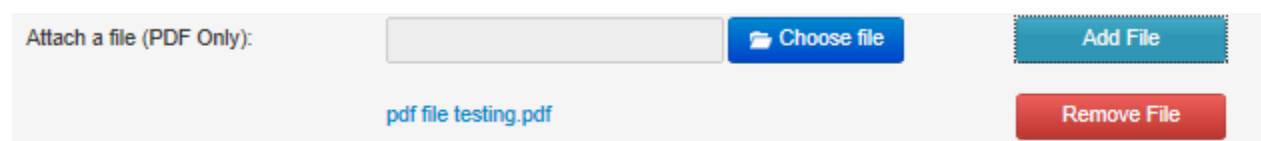
This screenshot shows the "Attach a file (PDF Only):" section after a file has been selected. The file input field now contains the text "pdf file testing.pdf". The "Choose file" button and the "Add File" button are still present.

After you identify that the right file has been chosen, Click the light blue "Add File" button:



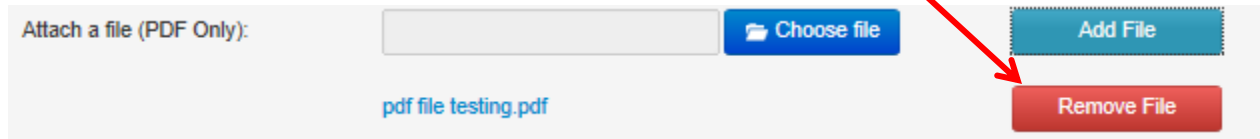
This screenshot shows the "Attach a file (PDF Only):" section with the file "pdf file testing.pdf" selected. A red arrow points from the text above to the "Add File" button, which is highlighted with a red rectangular box. The "Choose file" button is also visible.

Once you have clicked the "Add File" button, the PDF you had chosen will be inputted into the Worksheet.



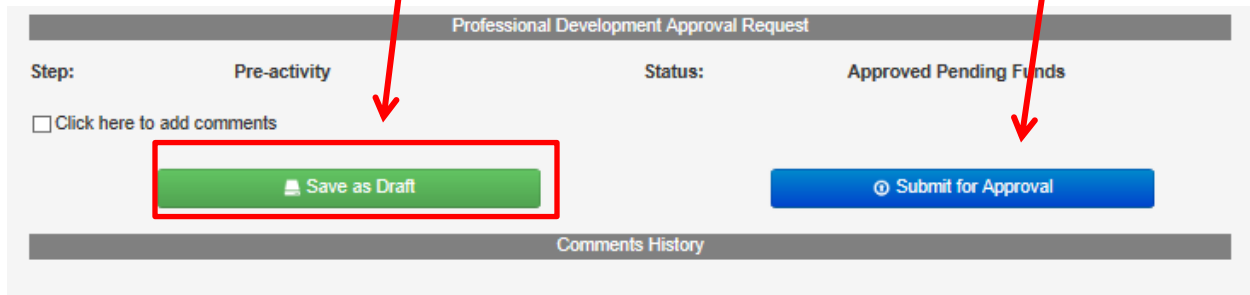
This screenshot shows the "Attach a file (PDF Only):" section. The file input field is empty, but the text "pdf file testing.pdf" is displayed below it. The "Choose file" button is present, and the "Add File" button is now disabled (greyed out). A new red "Remove File" button has appeared to the right of the file name.

You can then edit your PDF file options by choosing to “Remove File” or adding more than one PDF file:



## Finishing Up

After filling out the appropriate sections correlating to your Professional Development Request Form, you can choose to either “Save as Draft” and save for editing later on, or choose to “Submit for Approval” to submit and wait the approval of your PD Request.



The screenshot displays the 'Professional Development Approval Request' form. At the top, a grey header bar contains the title. Below this, the form is divided into two main sections: 'Step:' and 'Status:'. The 'Step:' section shows 'Pre-activity' and a checkbox labeled 'Click here to add comments'. The 'Status:' section shows 'Approved Pending Funds'. Below these sections are two buttons: a green 'Save as Draft' button and a blue 'Submit for Approval' button. A red box highlights the 'Save as Draft' button, and a red arrow points from the text 'Save as Draft' in the preceding paragraph to this button. Another red arrow points from the text 'Submit for Approval' in the preceding paragraph to the 'Submit for Approval' button. At the bottom of the form is a grey bar labeled 'Comments History'.

After you submit your request, you will be taken back to the Home Page.

It is important that you check your email and see if you received a notification on your submission of your PD Request.



## Approved

After you have been approved for your PD Request, check your email to see the confirmation of the “Approval”. Sample demonstrated as:

### Pre-activity Professional Development Request has been Approved

IVC Professional Development Officer [flexofficer@ivc.edu]

To: stafftest

Dear stafftest,

Your Pre-activity Professional Development Request, title [REDACTED] has been **Approved**, based on the merit of your Professional Development fields and submit for final approval of funding and/or professional development credit hours.

[Professional Development Request](#)

Thank you.  
IVC Professional Development Officer  
flexofficer@ivc.edu

After you have been approved of your PD Request, you are going to proceed to the “Post-Activity Professional Development” page. To access the post-activity professional development test, click on the “Activity Title” correlating to your PD Request on the home page and it will direct you to the post-activity page:

[New PD Request](#) [Available PD Activity](#) [Available Flex Week](#)

Welcome stafftest [Logout](#)

Activity Title	Request Type	Current Step	Current Status
<a href="#">staff testing 1</a>	Hours	Pre-activity	Approved
<a href="#">staff testing 2</a>	Reimbursement	Pre-activity	Approved
<a href="#">staff testing 3</a>	Hours and Reimbursement	Pre-activity	Approved
<a href="#">staff testing 4</a>	Hours	Pre-activity	Approved
<a href="#">staff testing5</a>	Reimbursement	Post-activity	Approved
<a href="#">stafftest manual</a>	Hours	Pre-activity	Approved

[Home](#) [Logout](#) [Print](#)

**Post-activity Professional Development**

All blue fields are required information

User Information

Requestor:  
Email:  
Phone:  
Employee Type:

[REDACTED]

Date:  
Department:  
School:

[REDACTED]

Activity Detail

Proceed and fill out all the required blue fields and then “Submit for Approval” one last time for completion.

Professional Development Approval Request

Step:

Pre-activity

Status:

Approved Pending Funds

☐ Click here to add comments

Save as Draft

Submit for Approval

Comments History

## More Information

When you submit your PD Request, you will receive an email stating whether or not you have been approved, you need to put more information, you have been approved pending funds, or you have been denied. When the email states that you need to put more information on your PD Request form, it will appear as shown:

### Pre-activity Professional Development Request **need More Information**

To: stafftest

Dear [REDACTED],

Your Pre-activity Professional Development Request, title [REDACTED] **required additional information.**  
Please use the link below to read the comments which explain what more information is required.

[Professional Development Request](#)

Thank you.  
IVC Professional Development Officer  
flexofficer@ivc.edu

To add more information to your PD Request, click on the “Activity Title” correlating to your PD Request on the home page and it will direct you to your original PD Request form.

New PD Request Available PD Activity Available Flex Week			
Welcome stafftest			Logout
Professional Development List			
Activity Title	Request Type	Current Step	Current Status
[REDACTED]	Hours	Pre-activity	Approved
	Reimbursement	Pre-activity	Approved
	Hours and Reimbursement	Pre-activity	Approved
	Hours	Pre-activity	Approved
	Reimbursement	Post-activity	Approved
	Hours	Pre-activity	Approved
	Reimbursement	Pre-activity	<b>More Information</b>
sample maunual			

After you are taken to your original PD Request Form, add additional information needed to be approved. After you are done adding more information, Click “Submit for Approval” to try for approval again.

Professional Development Approval Request			
Step:	Pre-activity	Status:	Approved Pending Funds
<input type="checkbox"/> Click here to add comments			
<button>Save as Draft</button>		<b><button>Submit for Approval</button></b>	
Comments History			

## Approved Pending Funds

When you submit your PD Request, you will receive an email stating whether or not you have been approved you need to put more information, you have been approved pending funds, or you have been denied. When the email states that you have been approved Pending Funds, it will appear as shown.

### Pre-activity Professional Development Request has been Approved Pending Funds

• IVC Professional Development Officer [flexofficer@ivc.edu]

To: stafftest

Dear [REDACTED]

Your Pre-activity Professional Development Request, title [REDACTED] has been **Approved Pending Funds**, based on the merit of your Professional Development. Please complete the Post-activity fields and submit for final approval of funding and/or professional development credit hours.

[Professional Development Request](#)

Thank you.  
IVC Professional Development Officer  
flexofficer@ivc.edu

When you have been selected as “Approved Pending Funds” you are going to proceed to the “Post-Activity Professional Development” page. To access the post-activity professional development test, click on the “Activity Title” correlating to your PD Request on the home page and it will direct you to the post-activity page:

[New PD Request](#) [Avail. PD Activity](#) [Avail. Flex Week](#) [Reports](#) [Refresh](#) [Logout](#)

Welcome [REDACTED] [User Manual](#)

PD Flex Required Hours: 38.50 Total Attended Hours: 0.00 Total Balance Hours: 38.50

Academic Year 2014 - 2015 Professional Development List

Activity Title	StartDate	Request Type	Step	Status
<b>Testing 1</b>	07/07/2014	Hours	Pre-activity	Approved Pending Funds

Academic Year 2014 - 2015 Flex Week List

Please confirm Flex Week Activity after you attended [Update Confirmed Flex Week](#)

Activity Title	Activity Presenter	Start Date	End Date	Hrs	Confirm
<b>Post-activity Professional Development</b>					

All blue fields are required information

User Information

Requestor:	stafftest	Date:	5/19/2014
Email:	stafftest@ivc.edu	Department:	Technology Services
Phone:	949-123-4567	School:	Technology Services
Employee Type:	academic		

Activity Detail

Proceed and fill out all the required blue fields and then “Submit for Approval” one last time for completion.

Professional Development Approval Request


Step:


Pre-activity

Status:

Approved Pending Funds

☐ Click here to add comments

 Save as Draft

 Submit for Approval

Comments History

## Denied

When you submit your PD Request Form, you will receive an email stating whether or not you have been approved, you need to put more information, you have been approved pending funds , or you have been denied. When you have been denied, the email will appear as shown:

Pre-activity Professional Development Request has been **Denied**

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• IVC Professional Development Officer [flexofficer@ivc.edu]

To: stafftest

Dear [REDACTED]

Your Pre-activity Professional Development Request, title [REDACTED] has been **Denied**.  
Please use the link below to read the comments which explain the reason for the denial.

[Professional Development Request](#)

IVC Professional Development Officer  
flexofficer@ivc.edu

Once you have been denied of your PD Request, there is nothing you can do to change your original PD Request Form.

# FLEX WEEK

## Available Flex Week

By clicking the “Avail. Flex Week” folder from the home page, you are able to view the available flex weeks that need to be updated or selected.

New PD Request   Avail. PD Activity   **Avail. Flex Week**   Reports ▾   Refresh   Logout

Welcome [Redacted] [User Manual](#)

PD Flex Required Hours: 38.50   Total Attended Hours: 0.00   Total Balance Hours: 38.50

PD Limit: \$1,400.00   PD Convert: \$0.00   PD Available: \$1,400.00

Academic Year 2014 - 2015 Professional Development List

Activity Title	StartDate	Request Type	Step	Status
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Academic Year 2014 - 2015 Flex Week List

Please confirm Flex Week Activity after you attended [Update Confirmed Flex Week](#)

Activity Title	Activity Presenter	Start Date	End Date	Hrs	Confirm
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Once you click on the “Avail. Flex Week” folder, it will take you to a page where you are allowed to select and update any desired Activities and also review the activity being presented.

Home   Logout

[Update Selected Flex Week](#)

Available Professional Development (PD) Flex Week Activity List (meeting)

Activity Title	Activity Presenter	Location	Start Date	End Date	Flex Hrs	Activity Description
<input type="checkbox"/> Program Upgrade	Irvine	Irvine	07/01/2014 6:45 AM	07/02/2014 2:45 PM	10.00	upgrading Mountain Lion to Maverick
<input type="checkbox"/> switching to PC	Cerritos	Cerritos Community College	07/03/2014 7:00 AM	07/04/2014 4:45 AM	6.00	switching the old iMacs for the Dell computers
<input type="checkbox"/> new water fountain	Irvine	Irvine Valley College	07/05/2014 9:40 AM	07/06/2014 6:00 PM	8.00	getting new water fountains that can filter correctly
<input type="checkbox"/> Upgrading Kurtzweil	Saddleback Administration	Saddleback Community College	07/07/2014 8:00 AM	07/07/2014 7:00 PM	10.00	updating kurtzweil 3000 to the colored

To review any of the Flex Week activities, simple click on the activity titles that are highlighted in blue:

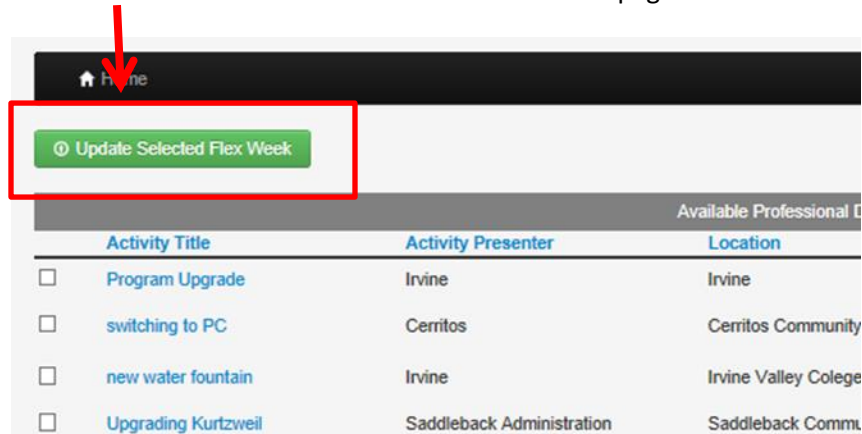
Home

[Update Selected Flex Week](#)

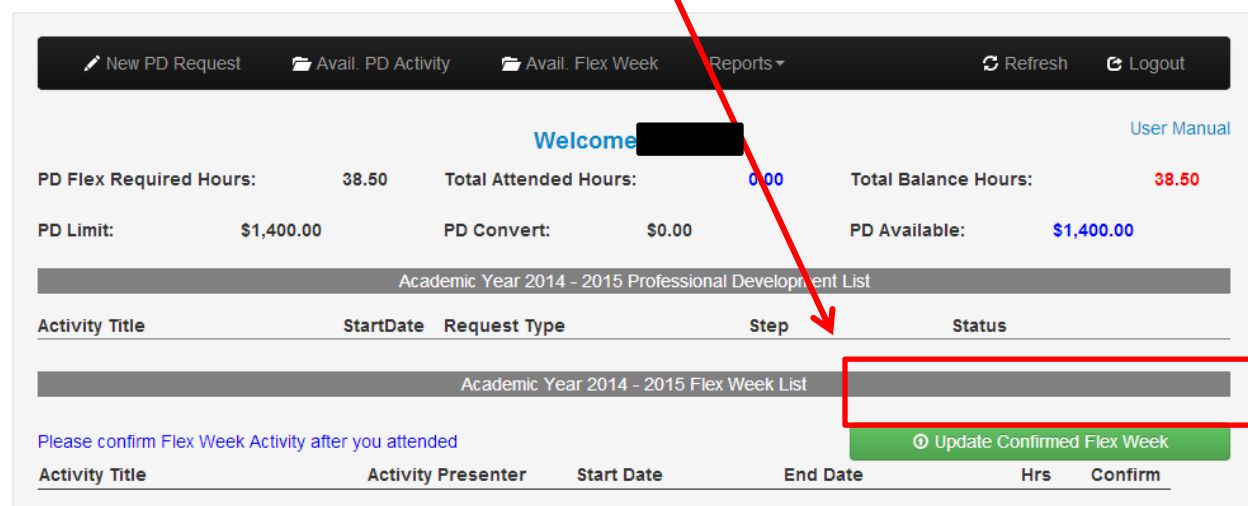
Available Professional Development (PD) Flex Week Activity List (meeting)

Activity Title	Activity Presenter	Location
<input type="checkbox"/> Program Upgrade	Irvine	Irvine
<input type="checkbox"/> switching to PC	Cerritos	Cerritos Community
<input type="checkbox"/> new water fountain	Irvine	Irvine Valley College
<input type="checkbox"/> Upgrading Kurtzweil	Saddleback Administration	Saddleback Commu

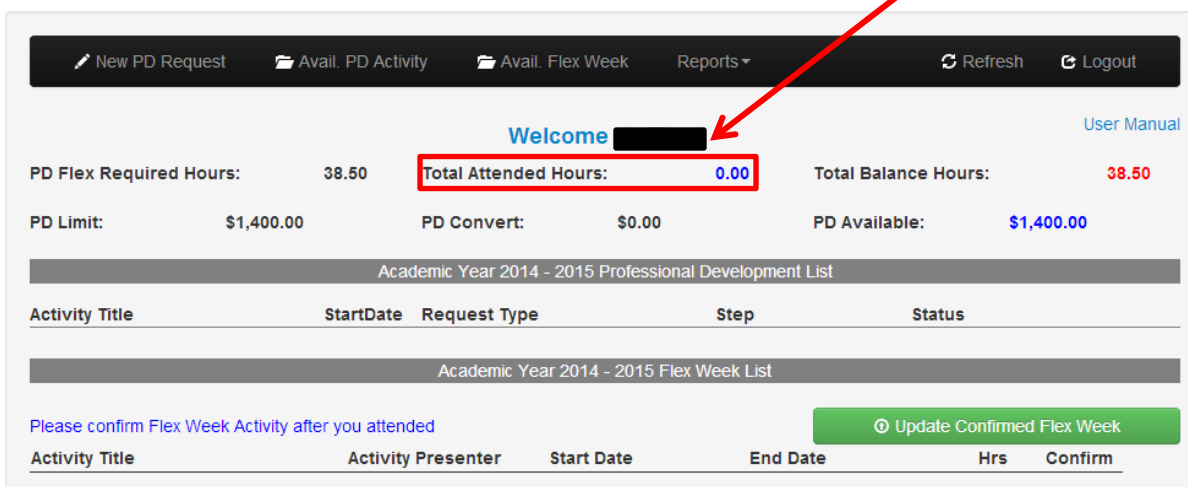
Once you have selected the desired Flex Week Activity you wish to update, click the green “Update Selected Flex Week” button to return to the home page with the selected flex weeks.



Once at the home page, click the green “Update Confirmed Flex Week” button to complete the update of the flex week selected.



Once, you click the green “Update Confirmed Flex Week”, review the “Total Attended Hours” to see the newly updated flex week hours.





# REPORTS

By clicking on the “Reports” tab, it will give you the option to view all the PD Requests or Flex Weeks in a single page.

i.e.

The screenshot shows the main dashboard interface. At the top, there is a navigation bar with several tabs: "New PD Request", "Avail. PD Activity", "Avail. Flex Week", "Reports", "Refresh", and "Logout". The "Reports" tab is highlighted with a red box. Below the navigation bar, there is a "Welcome" message followed by a user profile picture. To the right of the welcome message is a "User Manual" link. Below the welcome message, there are several statistics: "PD Flex Required Hours: 38.50", "Total Attended Hours: 0.00", "Total Balance Hours: 38.50", "PD Limit: \$1,400.00", "PD Convert: \$0.00", and "PD Available: \$1,400.00". Below these statistics, there are two sections: "Academic Year 2014 - 2015 Professional Development List" and "Academic Year 2014 - 2015 Flex Week List". The "Reports" dropdown menu is open, showing two options: "All PD Request" and "All Flex Week". A red arrow points from the "Reports" tab in the navigation bar to the dropdown menu.

Activity Title	StartDate	Request Type	Step	Status
Academic Year 2014 - 2015 Professional Development List				

Activity Title	Activity Presenter	Start Date
Please confirm Flex Week Activity after you attended		

Activity Title	Activity Presenter	Start Date
Academic Year 2014 - 2015 Flex Week List		

The screenshot shows the "PD Request History" page. At the top, there is a navigation bar with "Home" and "Logout" links. Below the navigation bar, there is a "PD Request History" title. Below the title, there is a "Professional Development List History" section. Below this section, there is a table with the following columns: "Activity Title", "Start Date", "Request Type", "Step", and "Status". The table contains one row of data: "Testing 1", "07/07/2014", "Hours", "Pre-activity", and "Approved Pending Funds".

Activity Title	Start Date	Request Type	Step	Status
Testing 1	07/07/2014	Hours	Pre-activity	Approved Pending Funds