# PD Request User Manual

## URL:

**https://services.ivc.edu/PDRequest/Login.html**

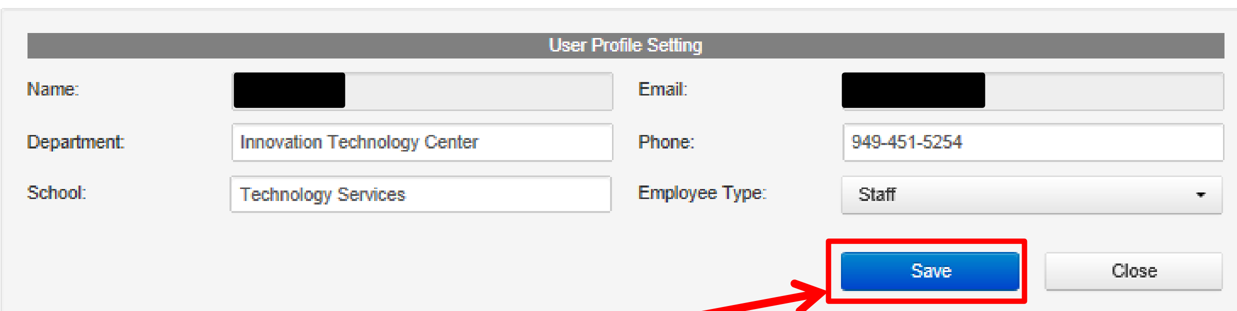
## PERSONAL USER INFORMATION

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:**

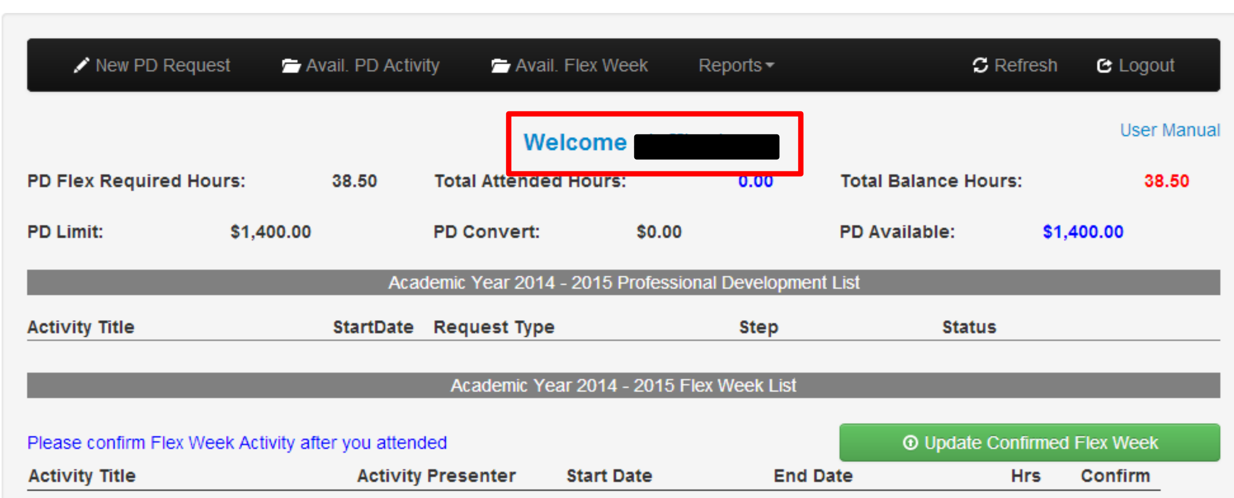



Change the desired sections and click the “Save” option to save your information.

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

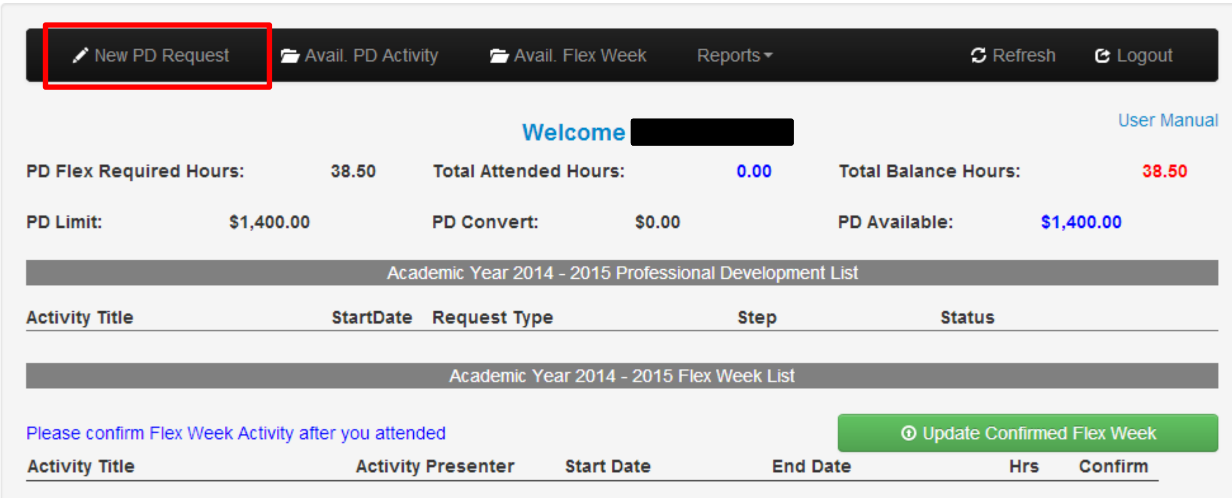
To change personal information on your user account, click your username that is highlighted blue.

**Home Page:**

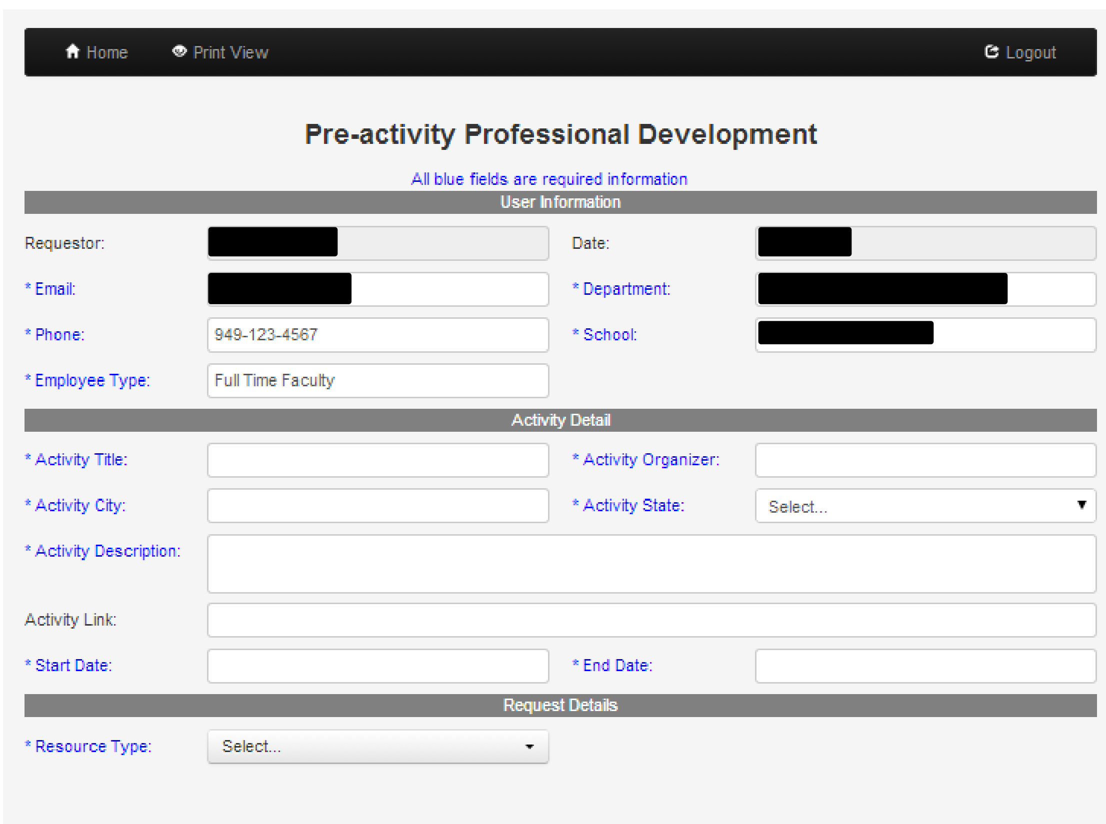


# NEW PD REQUEST

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.

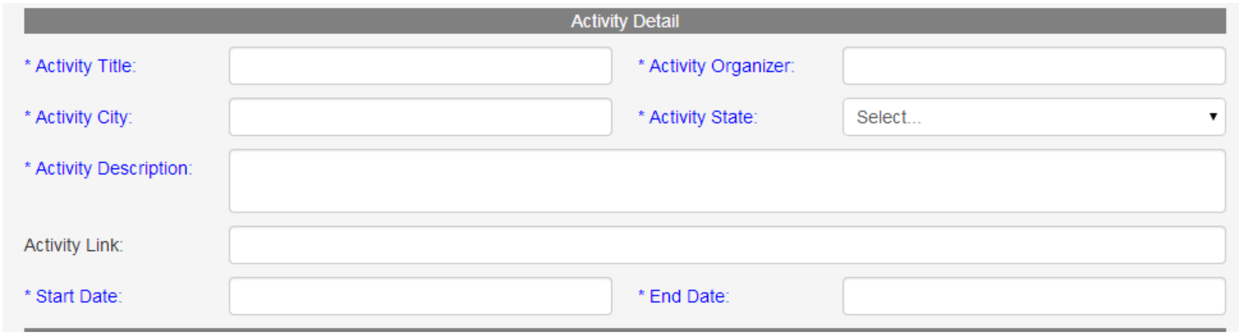



Once you have clicked the "New PD Request" link, it will take you to a "Pre-activity Professional Development" page:




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

## Activity Detail



Activity Detail

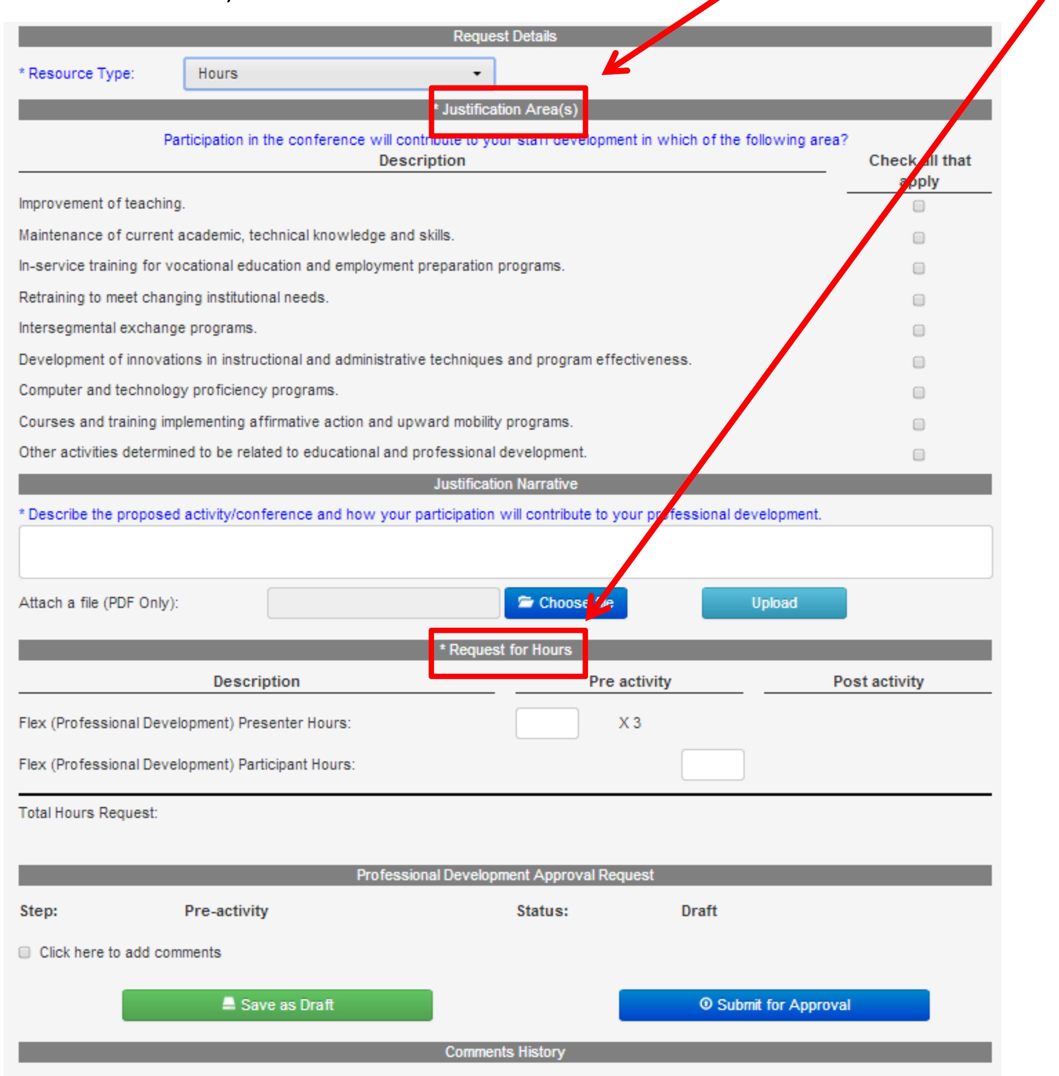
| | | | |
|---|---|---|---|
| * Activity Title: | | * Activity Organizer: | |
| * Activity City: | | * Activity State: | Select... |
| * Activity Description: | | | |
| Activity Link: | | | |
| * Start Date: | | * End Date: | |

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. | |
| Maintenance of current academic, technical knowledge and skills. | |
| In-service training for vocational education and employment preparation programs. | |
| Retraining to meet changing institutional needs. | |
| Intersegmental exchange programs. | |
| Development of innovations in instructional and administrative techniques and program effectiveness. | |
| Computer and technology proficiency programs. | |
| Courses and training implementing affirmative action and upward mobility programs. | |
| Other activities determined to be related to educational and professional development. | |

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 Hours

| Description | Pre activity | | Post activity |
|---|---|---|---|
| Flex (Professional Development) Presenter Hours: | | X 3 | |
| Flex (Professional Development) Participant Hours: | | | |

Total Hours Request:

Professional Development Approval Request

| | | | |
|---|---|---|---|
| **Step:** | **Pre-activity** | **Status:** | **Draft** |

Click here to add comments

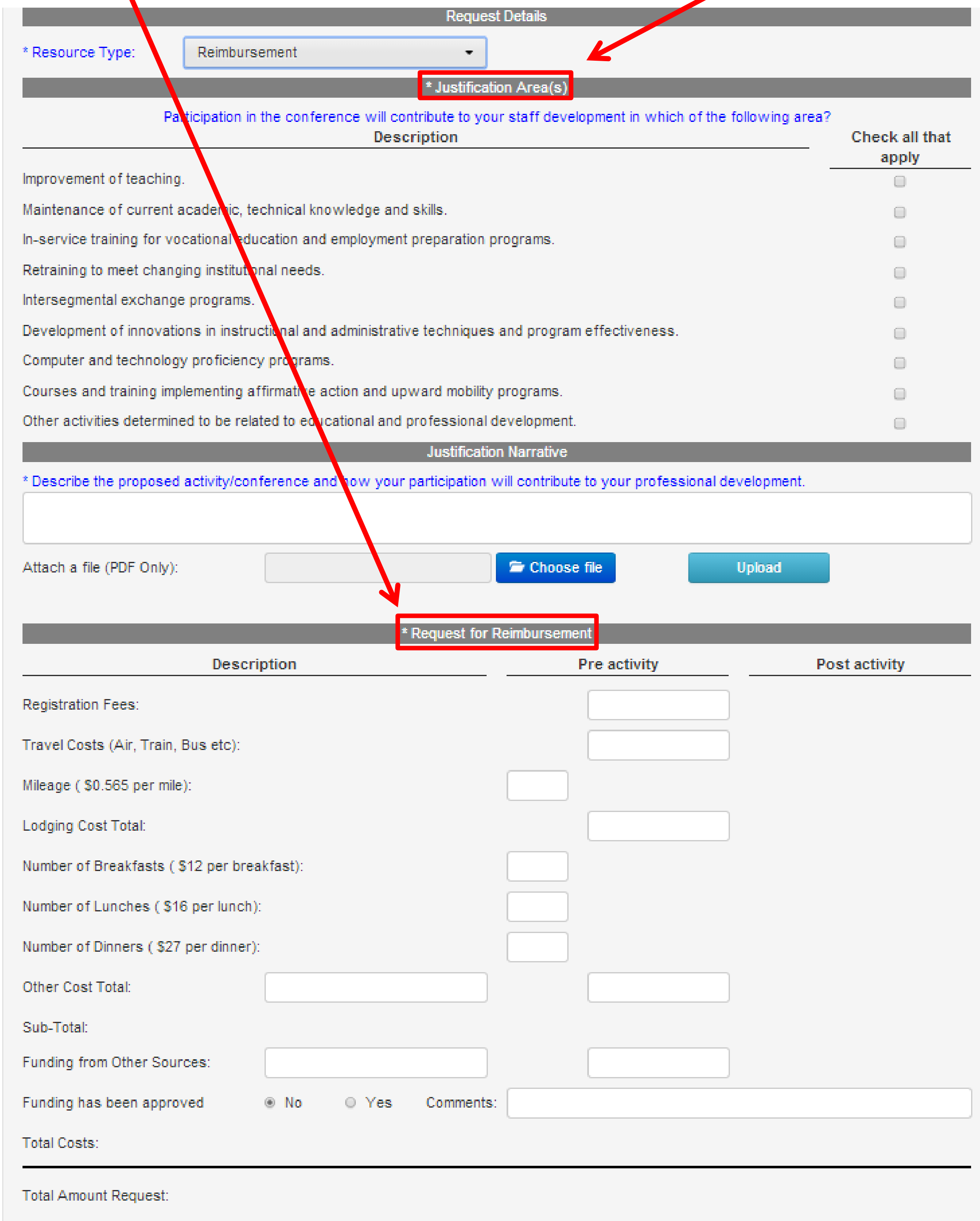
Save as Draft

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. | ☐ |
| Maintenance of current academic, technical knowledge and skills. | ☐ |
| In-service training for vocational education and employment preparation programs. | ☐ |
| Retraining to meet changing institutional needs. | ☐ |
| Intersegmental exchange programs. | ☐ |
| Development of innovations in instructional and administrative techniques and program effectiveness. | ☐ |
| Computer and technology proficiency programs. | ☐ |
| Courses and training implementing affirmative action and upward mobility programs. | ☐ |
| Other activities determined to be related to educational and professional development. | ☐ |

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

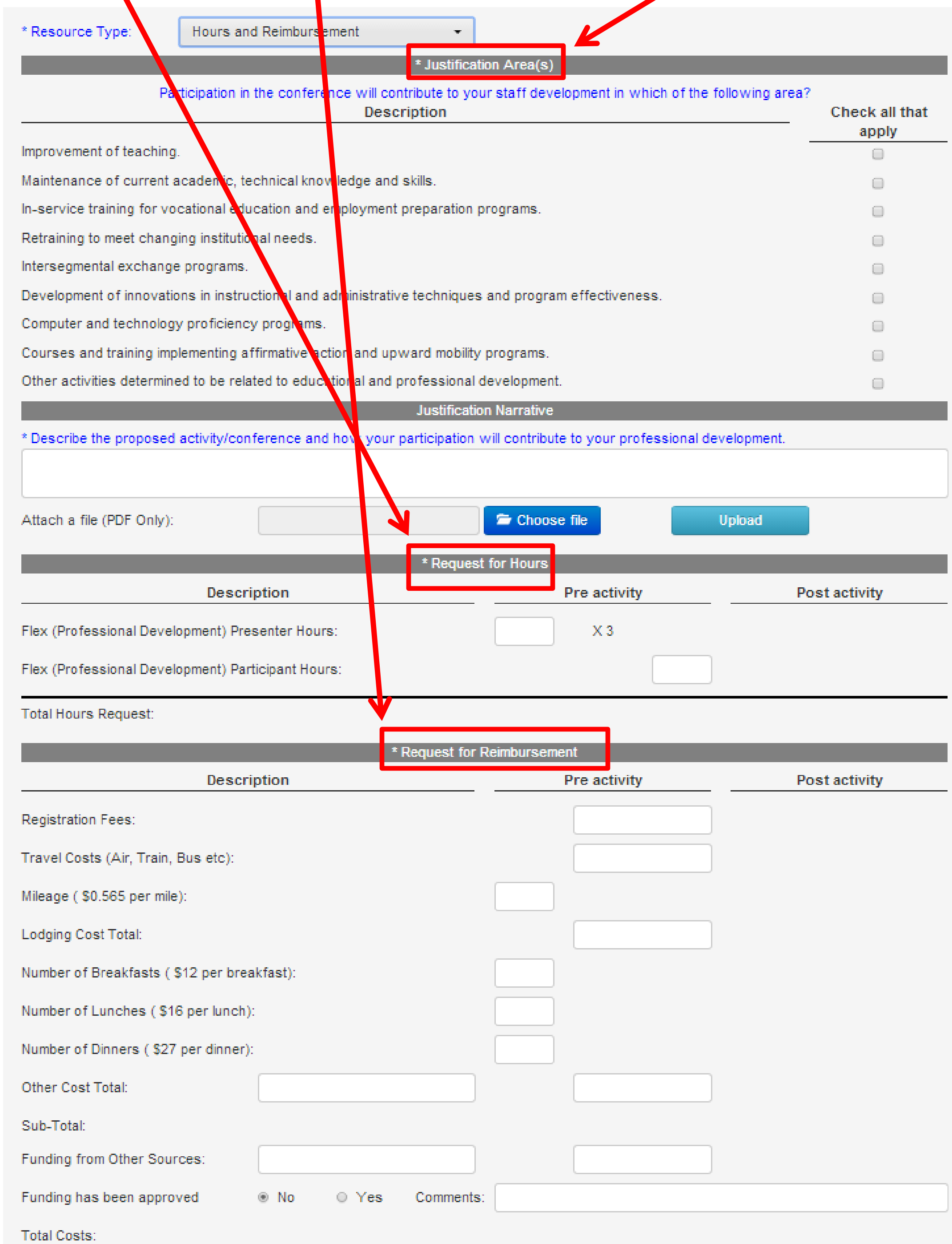
* Request for Reimbursement

| Description | | Pre activity | Post activity |
|---|---|---|---|
| Registration Fees: | | | |
| Travel Costs (Air, Train, Bus etc): | | | |
| Mileage ( $0.565 per mile): | | | |
| Lodging Cost Total: | | | |
| Number of Breakfasts ( $12 per breakfast): | | | |
| Number of Lunches ( $16 per lunch): | | | |
| Number of Dinners ( $27 per dinner): | | | |
| Other Cost Total: | | | |
| Sub-Total: | | | |
| Funding from Other Sources: | | | |
| Funding has been approved | ◉ No ○ Yes | Comments: | |
| 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. | ☐ |
| Maintenance of current academic, technical knowledge and skills. | ☐ |
| In-service training for vocational education and employment preparation programs. | ☐ |
| Retraining to meet changing institutional needs. | ☐ |
| Intersegmental exchange programs. | ☐ |
| Development of innovations in instructional and administrative techniques and program effectiveness. | ☐ |
| Computer and technology proficiency programs. | ☐ |
| Courses and training implementing affirmative action and upward mobility programs. | ☐ |
| Other activities determined to be related to educational and professional development. | ☐ |

**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 Hours**

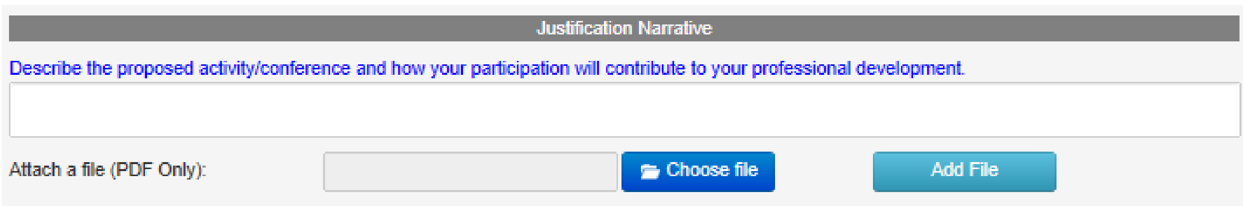
| Description | Pre activity | Post activity |
| --- | --- | --- |
| Flex (Professional Development) Presenter Hours: | X 3 | |
| Flex (Professional Development) Participant Hours: | | |
| Total Hours Request: | | |

*** Request for Reimbursement**

| Description | Pre activity | Post activity |
| --- | --- | --- |
| Registration Fees: | | |
| Travel Costs (Air, Train, Bus etc): | | |
| Mileage ( $0.565 per mile): | | |
| Lodging Cost Total: | | |
| Number of Breakfasts ( $12 per breakfast): | | |
| Number of Lunches ( $16 per lunch): | | |
| Number of Dinners ( $27 per dinner): | | |
| Other Cost Total: | | |
| Sub-Total: | | |
| Funding from Other Sources: | | |
| Funding has been approved | ◉ No ○ Yes | Comments: |
| Total Costs: | | |

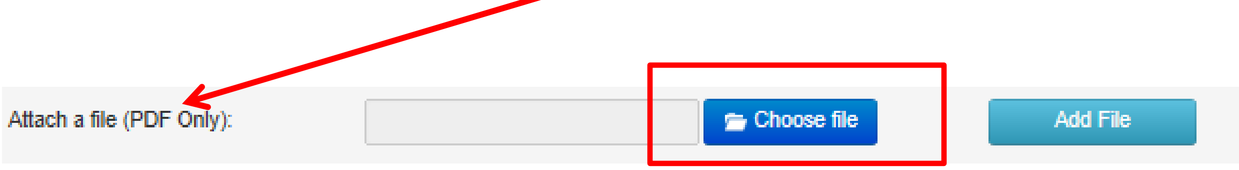
## Justification Narrative

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.




## Attaching Files

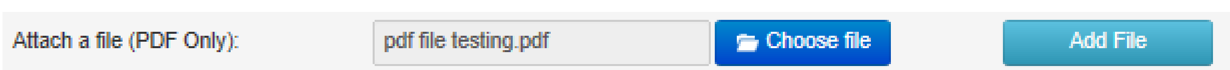
When attaching a PDF file, first you must go to the "Attach a File" section and Click on the blue "Choose File" Button:



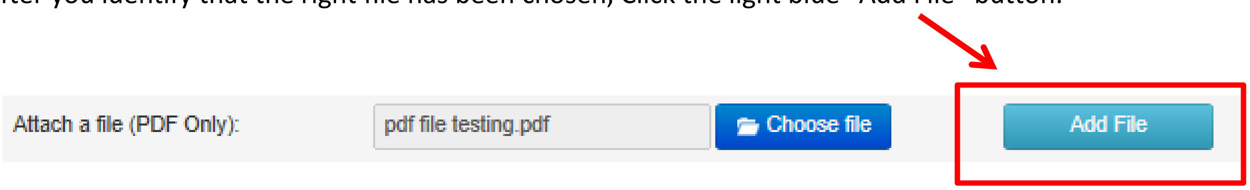

The blue button will then open up a window to choose from files.

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

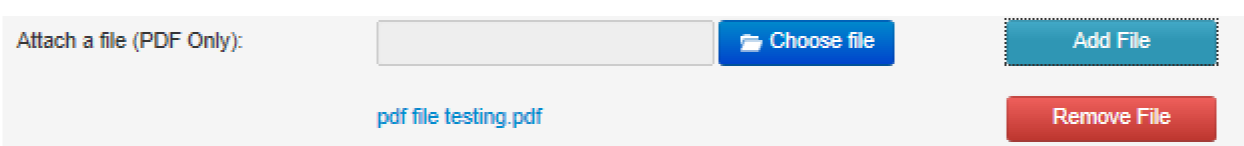
After attaching the PDF of your choice, it will appear as so:



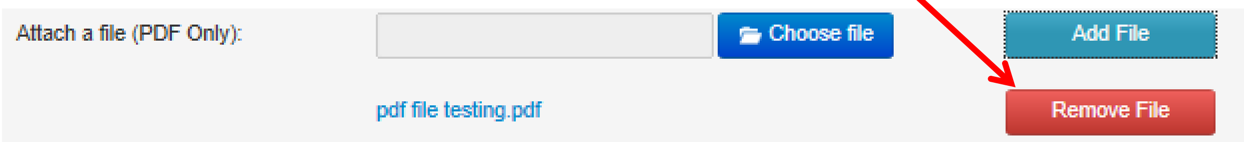

After you identify that the right file has been chosen, Click the light blue "Add File" button:




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

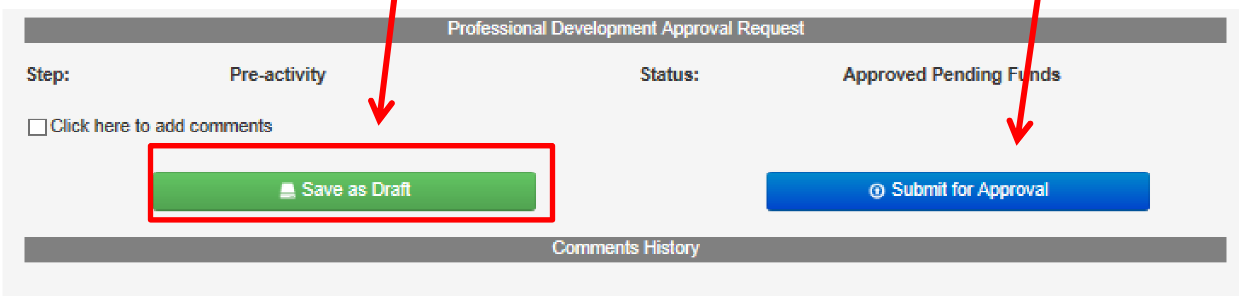


You can then edit your PDF file options by choosing to “Remove File” or adding more than one PDF file:



## 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.

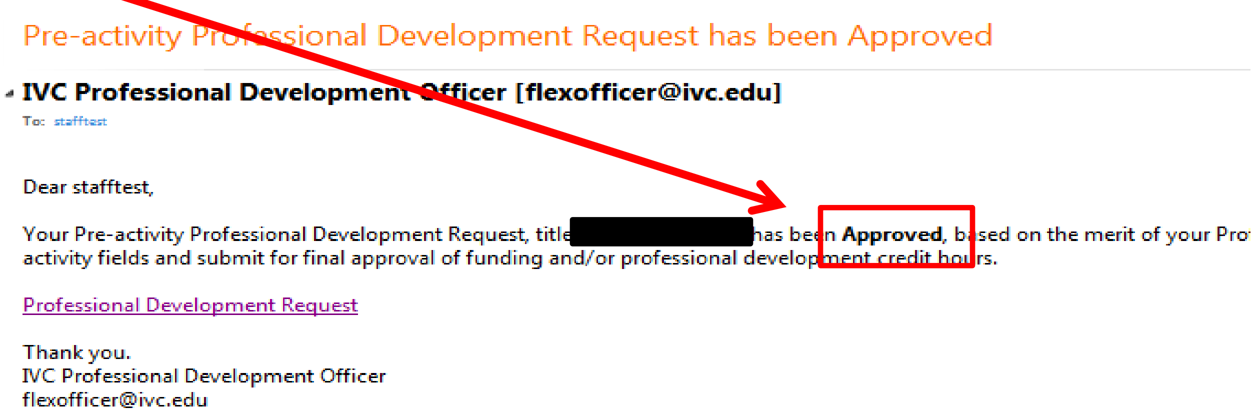



After you submit your request, you will be taken back to the Home Page.

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

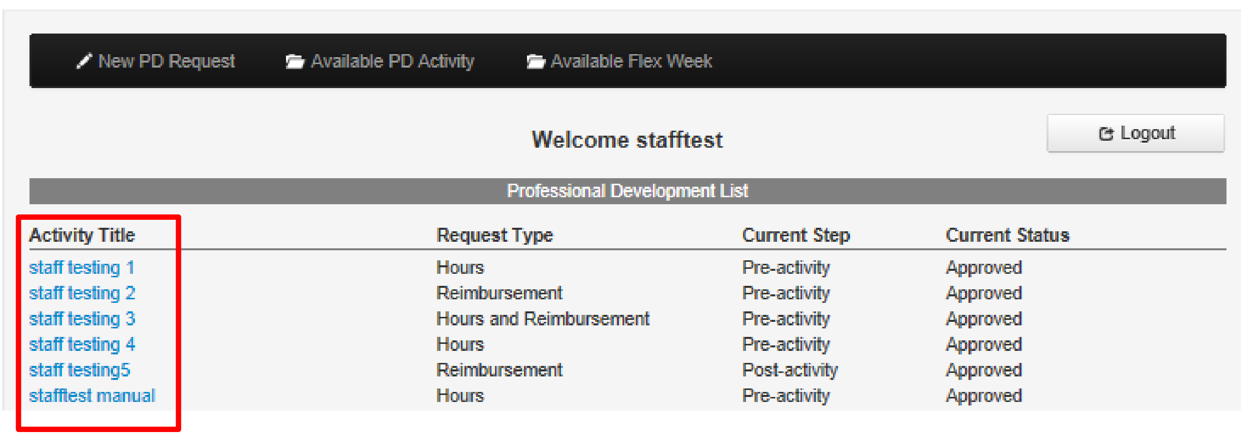
Dear stafftest,

Your Pre-activity Professional Development Request, title [redacted] has been **Approved**, based on the merit of your Pro
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

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:



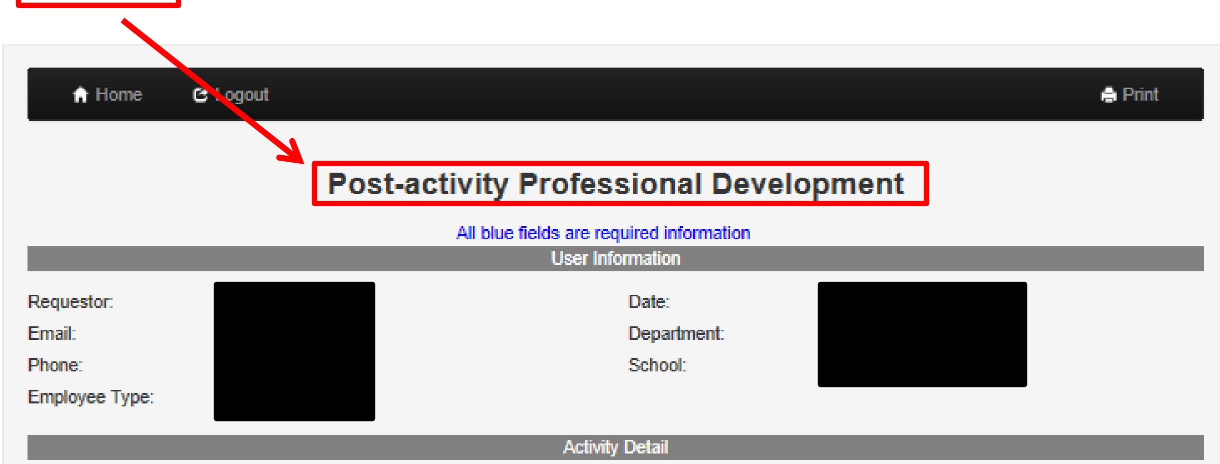
New PD Request Available PD Activity Available Flex Week

Welcome stafftest

Logout

Professional Development List

| Activity Title | Request Type | Current Step | Current Status |
|---|---|---|---|
| staff testing 1 | Hours | Pre-activity | Approved |
| staff testing 2 | Reimbursement | Pre-activity | Approved |
| staff testing 3 | Hours and Reimbursement | Pre-activity | Approved |
| staff testing 4 | Hours | Pre-activity | Approved |
| staff testing5 | Reimbursement | Post-activity | Approved |
| stafftest manual | Hours | Pre-activity | Approved |



Home Logout Print

Post-activity Professional Development

All blue fields are required information

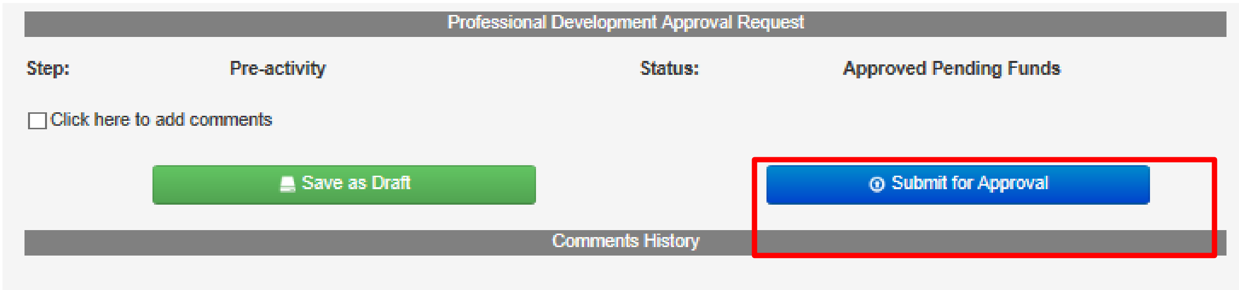
User Information

Requestor: [redacted]
Email:
Phone:
Employee Type:

Date: [redacted]
Department:
School:

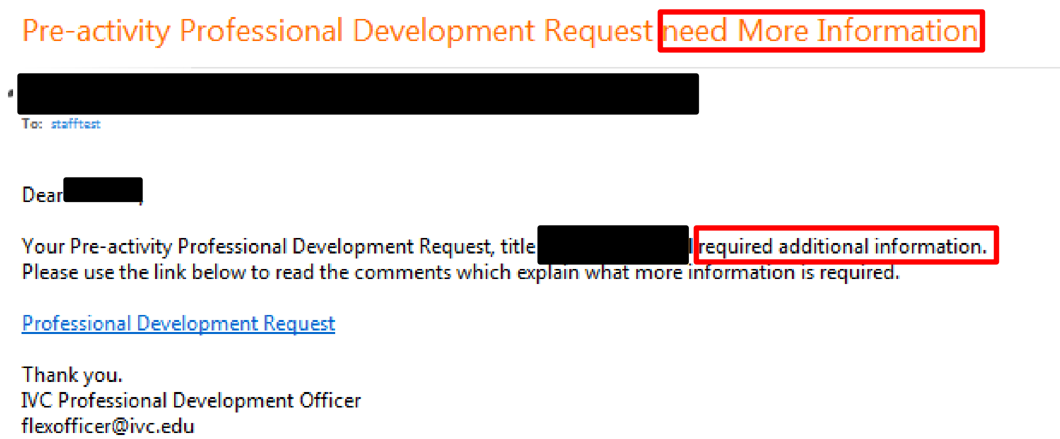
Activity Detail

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



## 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

[redacted]

To: stafftest

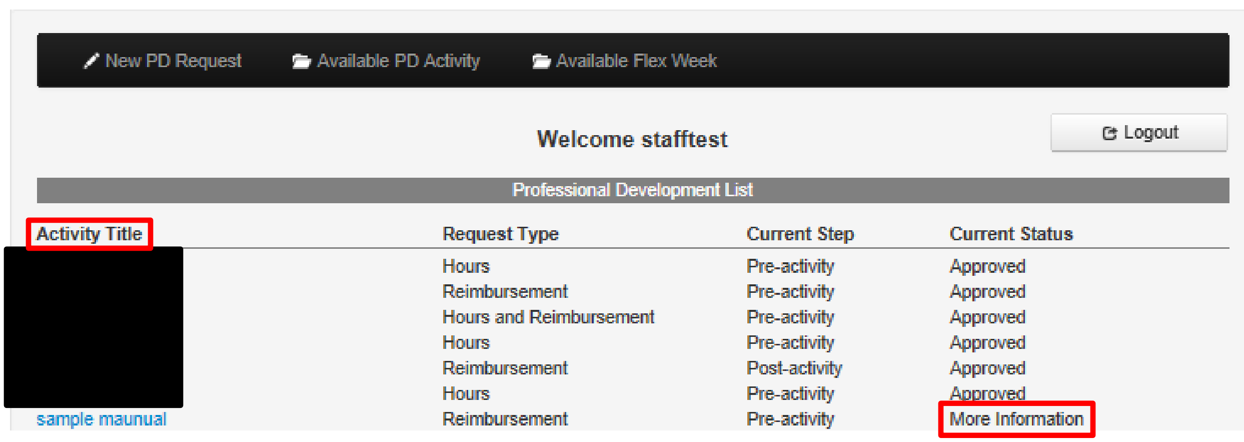
Dear [redacted],

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

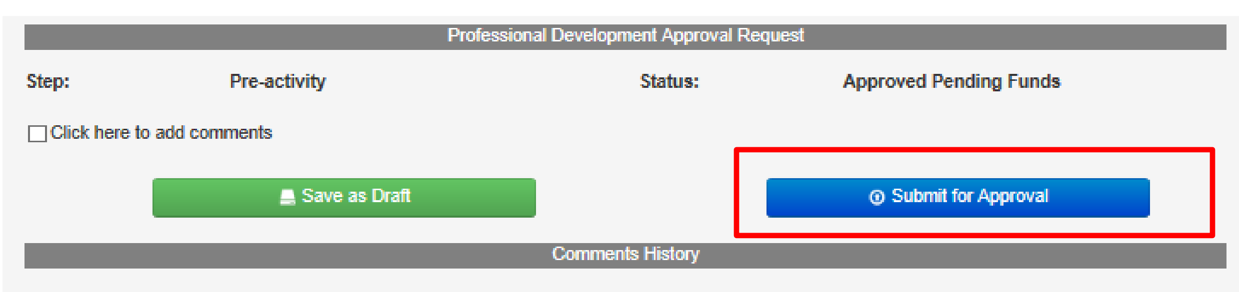
Welcome stafftest

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 |
| sample maunual | Reimbursement | Pre-activity | More Information |

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 |
|---|---|---|---|

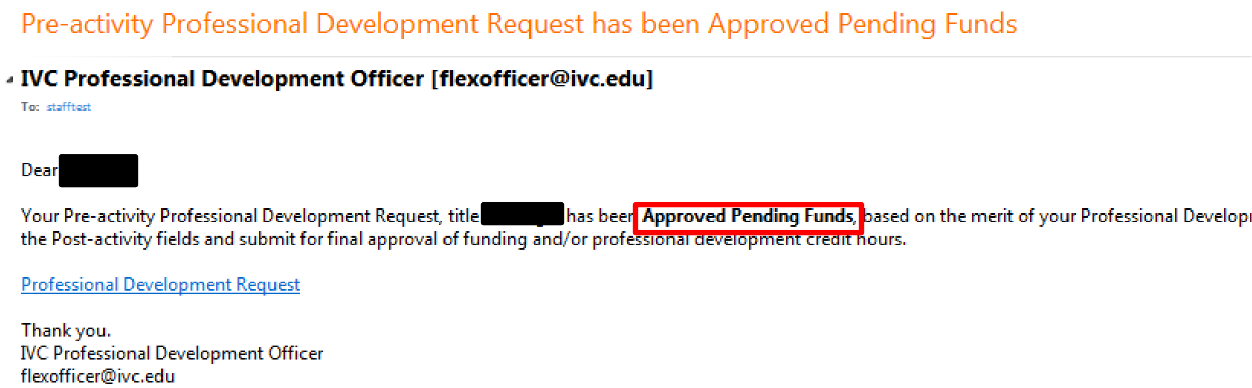
Click here to add comments

Save as Draft  Submit for Approval

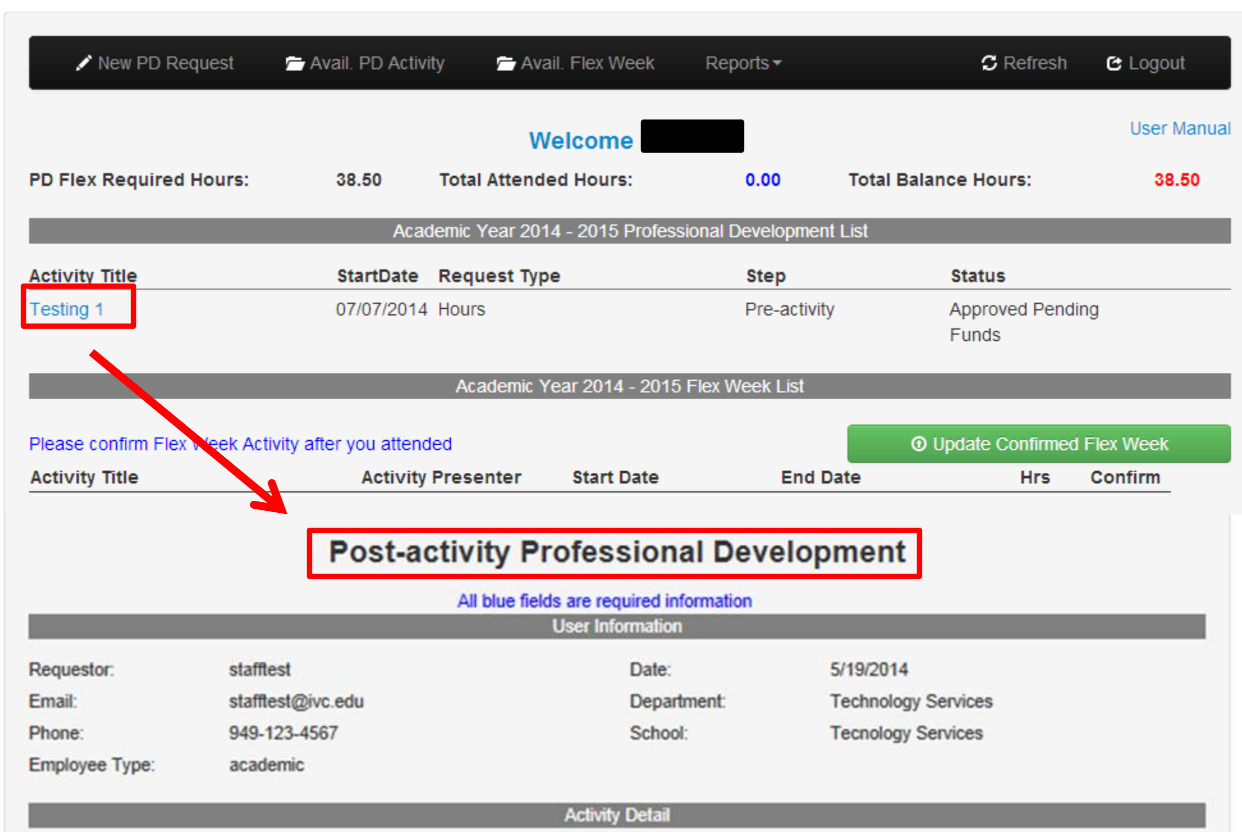
Comments History

## Approved Pending Funds

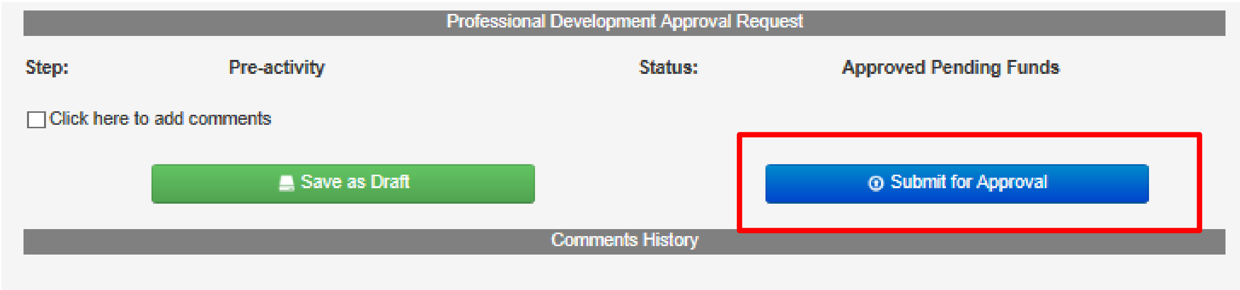
When you submit your PD Request, you will receive an email stating whether or not you have been approved you need to put more information, you have been approved pending funds, or you have been denied. When the email states that you have been approved Pending Funds, it will appear as shown.




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:



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



## 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

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 denieal.

Professional Development Request

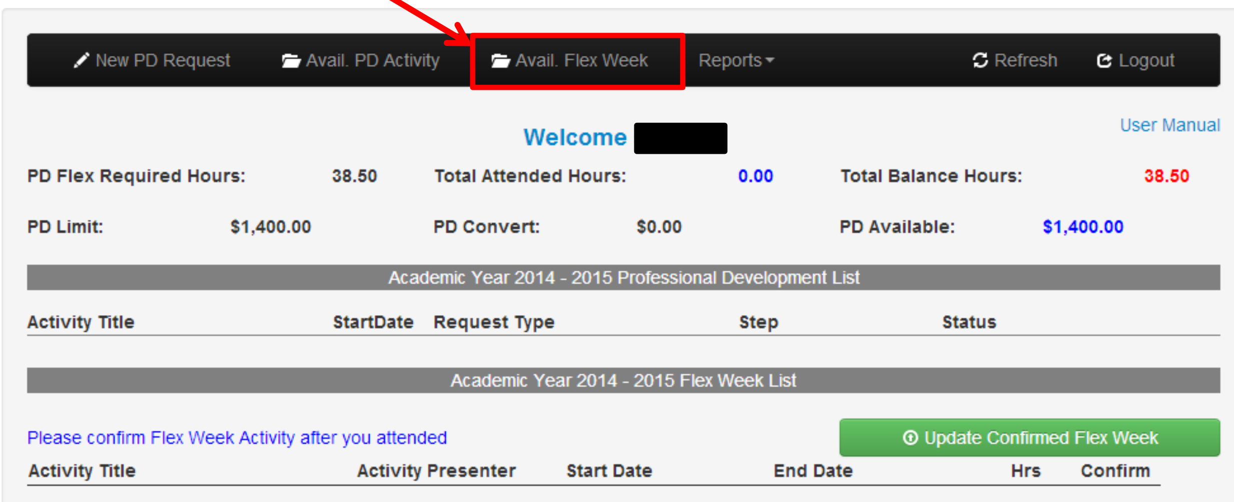
IVC Professional Development Officer
flexofficer@ivc.edu

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

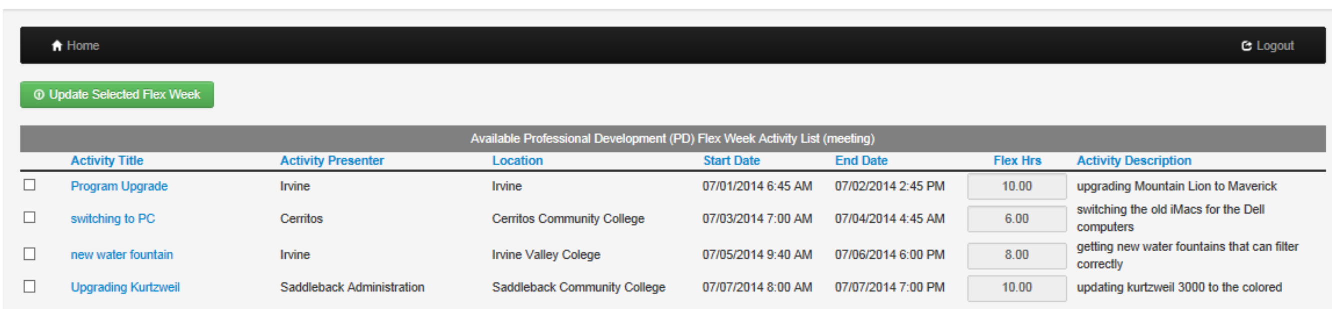
# FLEX WEEK

## 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.

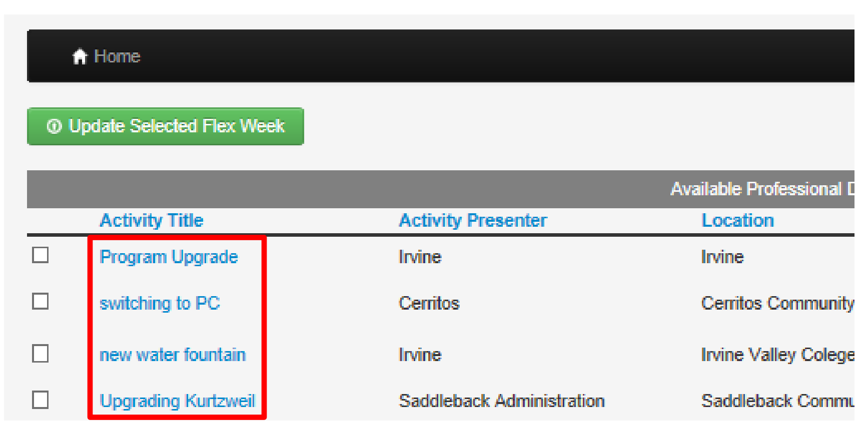



Once you click on the “Avail. Flex Week” folder, it will take you to a page where you are allowed to select and update any desired Activities and also review the activity being presented.

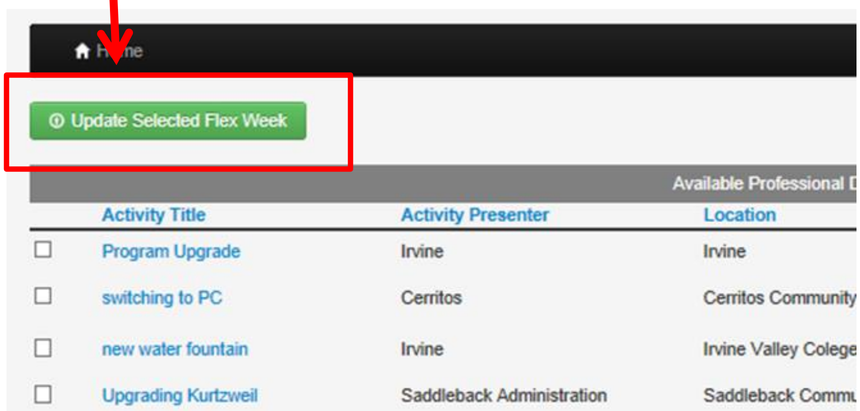



| | Activity Title | Activity Presenter | Location | Start Date | End Date | Flex Hrs | Activity Description |
|---|---|---|---|---|---|---|---|
| ☐ | Program Upgrade | Irvine | Irvine | 07/01/2014 6:45 AM | 07/02/2014 2:45 PM | 10.00 | upgrading Mountain Lion to Maverick |
| ☐ | switching to PC | Cerritos | 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 |
| ☐ | new water fountain | Irvine | Irvine Valley Colege | 07/05/2014 9:40 AM | 07/06/2014 6:00 PM | 8.00 | getting new water fountains that can filter correctly |
| ☐ | 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 |

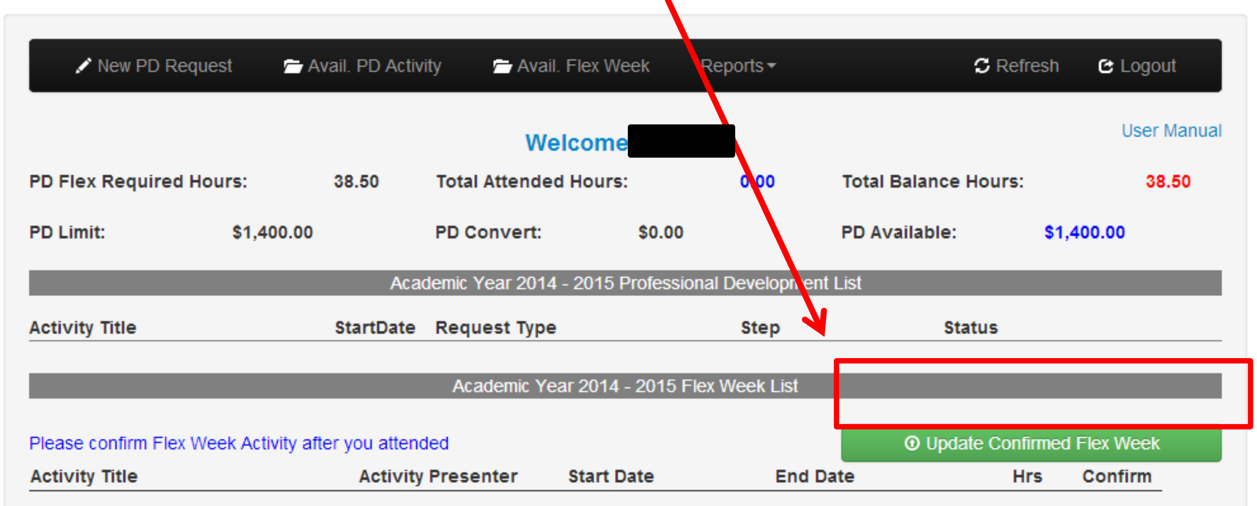
To review any of the Flex Week activities, simple click on the activity titles that are highlighted in blue:



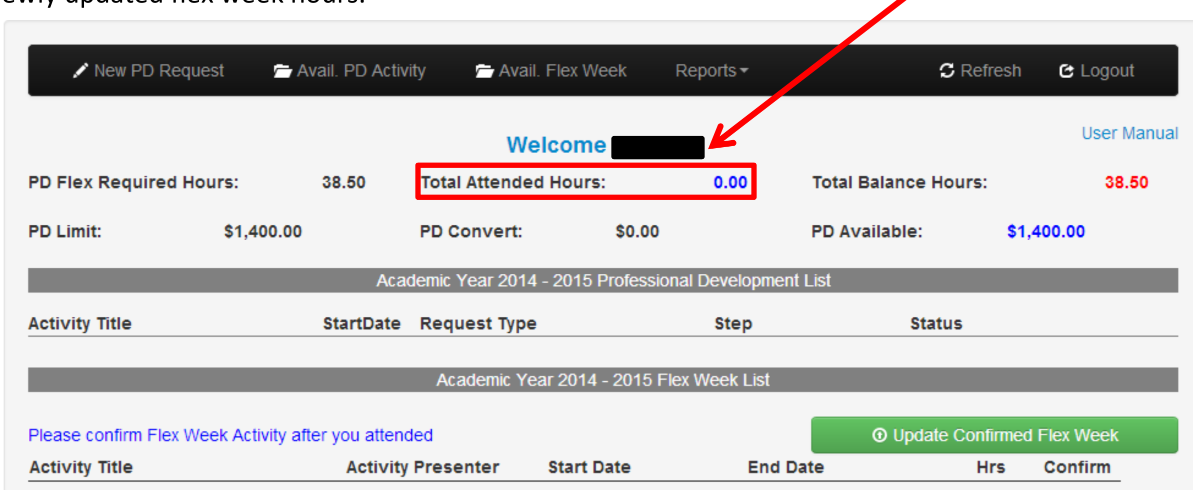
Once you have selected the desired Flex Week Activity you wish to update, click the green "Update Selected Flex Week" button to return to the home page with the selected flex weeks.




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.