

Entering Professional Development 2011-2012

1. Log in to SMS
2. Click Actions / Switch Role
3. Select one of the following roles that is visible for you to select - HSPD, JHPD, ISPD, TAPD, School View Only, School Secretary (Note - only one or 2 of these roles will be showing for you)
4. Click OK **You will notice here that if selecting a "PD" role, you will see a message about not authorized to access...it will be in the center of the screen. This is ok, you care about the blue navigation bar so please continue reading.**
5. On left bar (in blue), Click on District Setup
6. Under district header...click on Staff
7. Under Staff Search...enter your last name in the box and click search.
8. Your name will return. Click on your name.
9. An info screen on you will appear. On left side (blue bar), You will see PROFDEV. Click on this once and it expands.
10. You will see Staff Prof Dev. Click on that.
11. You are now at the screen to enter staff development hours. At the top...Click Actions / Add Prof Dev List.
12. Enter info on professional development you took. * items are required fields to complete
13. Click apply and then click ok.
14. Repeat steps 8-10 for additional professional development credits you want to record.
15. When done.....simply click home at top right of SMS
16. Click log out to log off SMS.

Next time you log in, you will be back at your old looking screen.

Note...once you start...you must enter certain fields in order to save it. Some fields are date, hours in class etc.