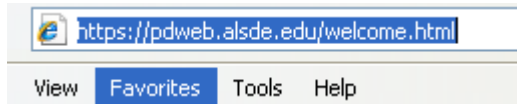


## STI PD Quick Reference Guide for Employees

### TO LOG IN:

1. From the Internet, go to the STIP PD website (<https://pdweb.alsde.edu/welcome.html>)



2. Type your Username (on the card)
3. Type your Password (on the card)
4. LEA- Select **MCBOE** from the drop down menu.
5. Press the **Click to Login** button.

Please Login

1. First Initial, Last Initial, Last 6 digits of your social security number

2. Your birthdate (ex. 01-01-00, including the dashes)

3. Click on drop down box and select MCBOE

4. Click here to Login  
[Did you forget your password?](#)

CLICK TO LOGIN

2. Select **My LEA only**

[go to calendar view](#)

Show sessions created by:  My LEA only  All LEAs

3. Scroll through the **Sessions**, then click on the appropriate title.

[STI In the Classroom](#) (started on 11/14/2006)  
(PD Title No. csvtest)  
Proficiency Level: Demonstration  
Hours: 3.00  
Session Dates: Nov. 14 Nov. 15 Nov. 16

[STI PD - JUST A TEST](#) (starts on 11/26/2006)  
(PD Title No. VLS123)  
Proficiency Level: Demonstration  
Hours: 3.00

### TO ENROLL IN A SESSION:

1. Click the **PD Titles** tab, then the **View Session Offerings**.



4. Click the **Enroll Now** button at the bottom left corner of the current window to join this session.

1275 Jordan Road, Building E  
Huntsville, AL 35811  
[www.madison.k12.al.us](http://www.madison.k12.al.us)  
(256) 859-1151

**ENROLL NOW**

### THEN

#### PD Titles

Please select an option below:

#### PD Titles

- [Search the PD Title Catalog](#)
- [Create New PD Title](#)
- [Make a PD Title Suggestion](#)

#### Sessions

- [View Session Offerings](#)

5. Confirm the session by clicking the **Yes** button at the bottom.

#### Confirm Session Enrollment

You indicated that you want to enroll in this session:

PD Title	STI PD - JUST A TEST
Start Date	11/26/2006
End Date	11/28/2006
Date(s)	1 meeting(s) Nov26 - 06:00 PM to 08:00 PM
Time	Time: 06:00PM - 08:00PM
Location	<a href="#">View Map</a> Computer Services 1275 Jordan Road, Building E Huntsville, AL 35811 <a href="http://www.madison.k12.al.us">www.madison.k12.al.us</a> (256) 859-1151
Please check the dates in which you will require a substitute.	<input type="checkbox"/> Nov26

Please confirm you want to enroll in this session.

6. Click the **Close This Window** button.

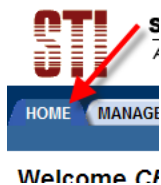
Congratulations, you have been successfully enrolled.

On 11/26/2006, you enrolled in the following se:

PD Title: STI PD - JUST A TEST Start Date: 11/26/2006 Time: 06:00PM - 08:00PM Location: Computer Services Instructor: VICKEY SULLIVAN (vsullivan@madison.k12.al.us)
---

**TO VIEW SESSIONS ENROLLED IN:**

1. Click on the **Home** tab.



2. Click on **My Sessions** options from the menu to view calendar.

My Profile My PD Plans **My Sessions**

ome CHARLES SHIRLEY!

You are currently enrolled in 1 session.  
(To view your sessions, go to the [sessions](#) area.)

e available PD Title offerings and to enroll in a session, go to [PD Titles](#) area.

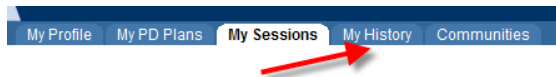
**Today's**

- STI PD SULLIVAN, STI PD Noveme trained

3. Click on **View Details** for more info about session.

Enrollment Status	Options
currently enrolled	<a href="#">View Details</a>

4. Click the **My History** option from the menu to view choices and submit them for approval.



5. Logout by clicking the **LOGOUT** tab.

**are Technology, Inc.**  
strative Software for Schools



**TO SEARCH FOR A PARTICULAR SESSION:**

(refer to step 6 above)

1. Click the **PD Titles** tab, then the **Search the PD Title Catalog**.



Then

**PD Titles**

Please select an option below:

- PD Titles [Click Here](#)
- [Search the PD Title Catalog](#)
  - [Create New PD Title](#)
  - [Make a PD Title Suggestion](#)

**Sessions**

- [View Session Offerings](#)

2. Type the **PD Title** or **PD Title Number**, (or if searching for all workshops pertaining to a content area or grade level, click the appropriate boxes.

**Search PD Titles**

Enter search criteria below (leave blank to find all PD Titles):

LEA: MCBOE

PD Title:

Program Name:

Title Content

<input type="checkbox"/> Select All/	<input type="checkbox"/> Foreign Languages	<input type="checkbox"/> Language Arts and Reading	<input type="checkbox"/> Guidance	<input type="checkbox"/> Health
<input type="checkbox"/> Industrial Education	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Leadership Training	<input type="checkbox"/> Multic	<input type="checkbox"/> Music
<input type="checkbox"/> Parent Education	<input type="checkbox"/> Psychology	<input type="checkbox"/> Scien	<input type="checkbox"/> Social Science	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Special Education	<input type="checkbox"/> Techn	<input type="checkbox"/> Computer Education	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Business
<input type="checkbox"/> Career Tech	<input type="checkbox"/> Library Media	<input type="checkbox"/> Art		

Specific Grades

Select All/

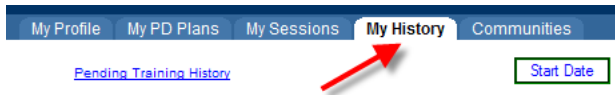
PreK  K  1  2  3  4  5  6  7  8  9  10  11  12  c

Reference:  [Reference helper](#)

To find PD Titles related to a particular Reference, enter the Reference code here. Click the need help finding a Reference code.

## TO SUBMIT NEW TRAINING HISTORY ITEM FOR APPROVAL:

1. Click on **My History** tab



2. Scroll to the bottom of the screen and click on **Submit New Training History Item for Approval**.

[submit new training history item for approval](#)

3. Enter appropriate data and click **ADD**.

### Submit Training History

Enter your training history information below and then click "ADD". Upon approval, this information will be added to your training history list.

Enter appropriate data

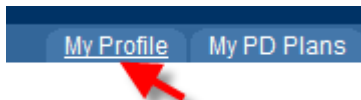
Type	Coaching
Training Date	<input type="text" value="pick date"/> (mm/dd/yyyy)
Training Name	<input type="text"/>
Notes	<input type="text"/>
Hours	<input type="text"/>

Then click **ADD** button

Once approved by Principal, you will receive an email.

## HOW TO CHANGE YOUR PROFILE:

On the **Home** tab, click on **My Profile**.

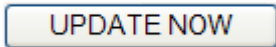


Click on each option and enter appropriate information.

View/Update:

Click and add appropriate information

- [Login Username and/or Password](#)
- [Contact Information](#)
- [Employment Information](#)

Make sure to click  on each option.