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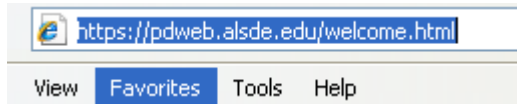
2. Type your Username (on the card)
3. Type your Password (on the card)
4. LEA- Select **MCBOE** from the drop down menu.
5. Press the **Click to Login** button.

TO ENROLL IN A SESSION:

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

THEN

2. Select **My LEA only**

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

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

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

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)

CLOSE THIS WINDOW

TO VIEW SESSIONS ENROLLED IN:
1. Click on the **Home** tab.

STI
A

HOME   MANAGE

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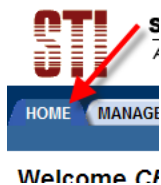
2. Click on **My Sessions** options from the menu to view calendar.

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
D Titles area.

Today's

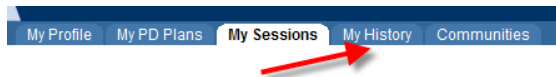• STI P
SULLIVAN,
STI PD
Noveme
trained v

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

Enrollment Status	Options
currently enrolled	View Details

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

| My Profile | My PD Plans | My Sessions | My History | Communities |

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

are Technology, Inc
strative Software for Schools

PD TITLES   LOGOUT

TO SEARCH FOR A PARTICULAR SESSION:
(refer to step 6 above)

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

STI   **Software Technology, Inc.**
     Administrative Software for Schools

HOME   MANAGEMENT   REPORTS   EMPLOYEES   PD TITLES   LOGOUT
                                        My Profile   My PD Plans

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	☐ Select All

☐ Foreign Languages ☐ Language Arts and Reading ☐ Guidance ☐ Health
☐ Industrial Education ☐ Interdisciplinary ☐ Leadership Training ☐ Multic
☐ Music ☐ Parent Education ☐ Psychology ☐ Scien
☐ Social Science ☐ Volunteer ☐ Special Education ☐ Techn
☐ Computer Education ☐ Mathematics ☐ Business ☐ Art
☐ Career Tech ☐ Library Media

Specific Grades   ☐ Select All
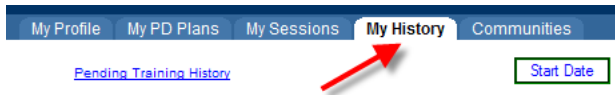
☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ C

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.   Click Here

SEARCH NOW

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**.

3. Enter appropriate data and click ADD.

Once approved by Principal, you will receive an email.

HOW TO CHANGE YOUR PROFILE:

On the **Home** tab, click on **My Profile**.
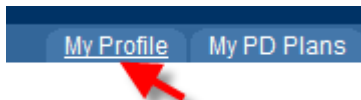
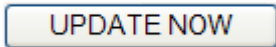Click on each option and enter appropriate information.

Make sure to click on each option.