

Summer Academy 2017 pdEnroller

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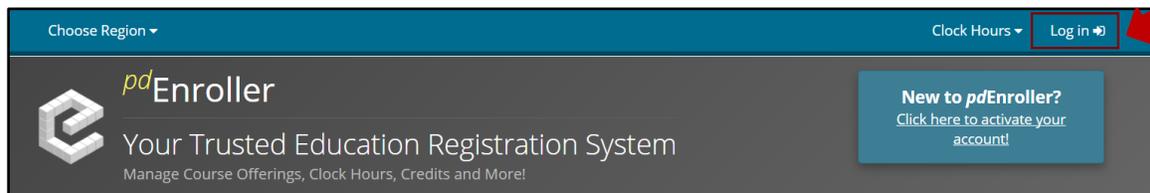
Table of Contents

SEARCHING FOR AN EVENT	1
REGISTERING FOR AN EVENT	2
VIEWING YOUR EVENTS	3
CANCEL YOUR REGISTRATION	4
VIEW EVENT PAGE	4
VIEW YOUR CLOCK HOURS	5
UNOFFICIAL TRANSCRIPTS	6
CERTIFICATION OF COMPLETION	6

Professional Development Enroller, or pdEnroller, is a mobile-friendly web service for event registration, payment, clock hour approval, and clock hour recording. It has an attractive interface, is easy to use and adds much needed functionality for registrars, educators, and administrators.

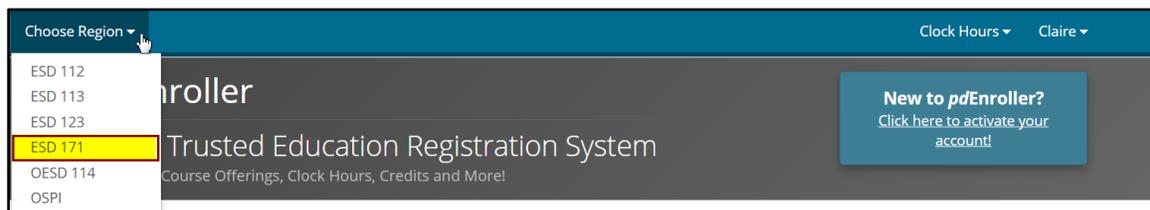
SEARCHING FOR AN EVENT

Log Into pdEnroller



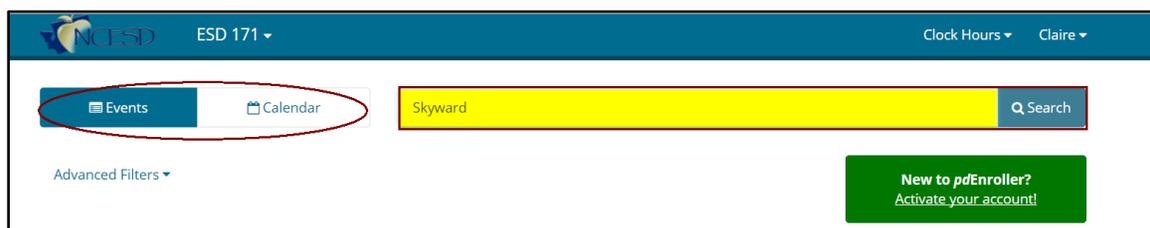
Choose Region to ensure you are only seeing ESD171 offered trainings.

- Select “Choose Region” in the upper left hand corner to display drop down menu.
- Select “ESD 171”



Please Note: You have the additional capability of registering for classes being offered by OSPI or other partnering ESD’s. Be sure to note where classes are being held before you register.

Type “Skyward” into the search box at the top of the screen. This will bring up all events that are being put on by the Fiscal Department, as well as our Student Team.



You can also change your view to match your preference. The “Events” view will show you a list of all events that match your search. The “Calendar” view will display a calendar of events by month.

REGISTERING FOR AN EVENT

To register for an event click on the event title to view the details of the specified event then click on the “Register Now” button on the right.

Register Now!

*Please Note: When viewing the events in the “Events” view, you can simply click on the **Register** button on the right hand side of the listed event under the “Status” column to display the details of the event and to register. The Status section will also notify you if the class is close to full, open for a waitlist only, or closed for registration.*

When registering for an event, you may add additional registrants from your district by clicking the “Add Person” button.

Attendees **+ Add Person**

Claire	Fraser	@hotmail.com	Free	x Remove
--------	--------	--------------	------	-----------------

Click 'Add Person' to include additional people on this registration.

You are responsible for payment for **all** people you register.

< Catalog < Event **Next Step >**

Click on Next Step when you are done adding registrants or if you are not adding any additional individuals to the registration. This will take you to the registration verification page. Verify your registration is correct and click “Register”.

Your registration is **not complete**. Please verify your registration details and click 'Register' below.

Skyward Fiscal Summer Academy

Event #46584 Jennifer Chamberlain Lorena Pulido Robin Richter Madison Keller Colby Toll

30 / 45 Registered

Dates

Thursday July 13 2017	8:30 AM	12:30 PM	Ponderosa Conference Room
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Attendees

Claire	Fraser	@hotmail.com	\$0.00
Total			\$0.00

< Make Changes **Register**

You will then be taken to the Registration Confirmation page. You will also receive an e-mail with your confirmation information.

Registration #360687 Confirmation

Registration #360687 saved.

Registration #	Responsible Party	Registration Date
360687	Claire Fraser	6/27/2017 10:31 AM

Skyward Fiscal Summer Academy

Event Id #46584
Clock Hours WEA0240
Presenters Jennifer Chamberlain Lorena Pulido Robin Richter Madison Keller Colby Toll

Dates

Thu, July 13 2017 8:30 AM - 12:30 PM	8:30 AM	12:30 PM	Ponderosa Conference Room
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[Event Page >](#)

Attendees

			Registration Status	
Claire	Fraser	@hotmail.com	Active	\$0.00

VIEWING YOUR EVENTS

You can view your upcoming and past events under the “My Events” section of your profile. From there, you can view the event page, confirmation, or cancel your registration.

To view your events, find your name in the upper right hand corner from any screen. Click the drop down arrow and select “My Events”.

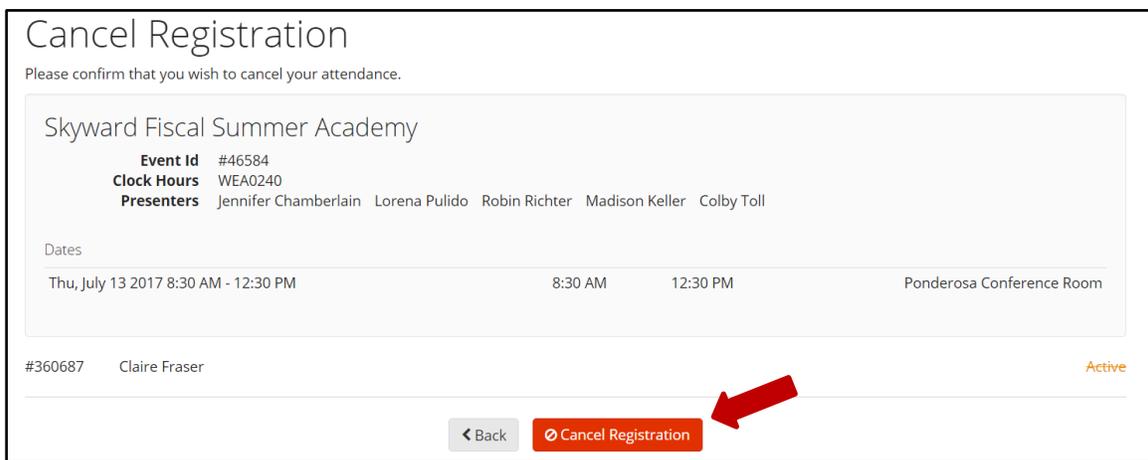
The image shows a user profile dropdown menu. At the top, there are two buttons: "Clock Hours" and "Claire". The "Claire" button has a dropdown arrow and is highlighted with a red box. Below it, a menu is open with several options: "Claire Fraser" (with a person icon), "Password" (with a magnifying glass icon), "Preferences" (with a gear icon), "My Events" (with a calendar icon, highlighted with a yellow box and a red arrow pointing to it), "Clock Hours" (with a clock icon), "My Presentations" (with a calendar icon), and "Log off" (with a power icon).

CANCEL YOUR REGISTRATION

With pdEnroller, you can cancel your registration for any event as long as the event is not scheduled to take place within five days. To cancel your registration, go to your “My Events” page and click on “Cancel Registration” next to the event you wish to cancel.



You will be taken to a confirmation page with the event details. Click the “Cancel Registration” button to confirm your cancellation.



VIEW EVENT PAGE

The “Event Page” allows you to view all the information pertaining to a specific event.

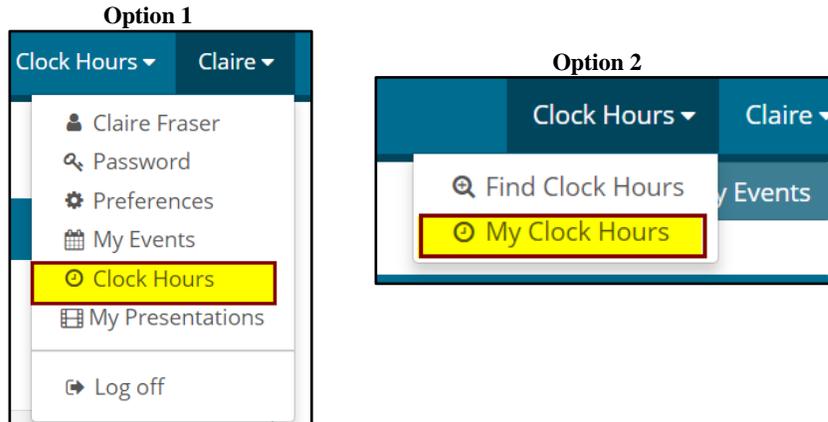


This page will show you each Session with times, location, and a link to add it to your calendar. It will also show you the clock hour information, agenda, and any specific announcements or files for the event. From the “Event Page” you can also view the contact information for the event’s administrators.

Once the Event has ended, you can go to the “Event Page” to print out your Certification of Completion.

VIEW YOUR CLOCK HOURS

After you have attended a class and the attendance has been entered, you will receive an email notice that you have clock hours available. To view your available clock hours find your name in the upper right hand corner from any screen. Click the drop down arrow and select "Clock Hours". You can also click on "Clock Hours" in the upper right hand corner and then "My Clock Hours".



Your Queue will display with any events that have clock hours that you are eligible for. Find the event you would like clock hours for and click on "Take Survey" to the right of the event.

My Credits and Clock Hours			
In Your Queue			
Event	Dates	Clock Hours Available	Next Actions
(2619391) WESPac HR September Payroll Preparation - Ephrata	Tue, August 9 2016	6	<input checked="" type="checkbox"/> Attended (6 hours) <input checked="" type="checkbox"/> Take Survey <input type="checkbox"/> Pay

You will be asked to complete a small survey about the event you attended. Once you have completed this survey click the "Submit" button at the bottom of the page.



You will receive an e-mail with a link to pay for your clock hours. Once you have paid for your clock hours, you will receive another e-mail to confirm them. Follow the links in each e-mail to finalize your clock hours.

You can also go to the Event Page to see your “Next Step” to pay for and receive your clock hours. Find the event, go to the event page and locate the “Clock Hours” box on the right hand side. Click on “Next Step” to take the survey and again to “Confirm”.

Two side-by-side panels titled "Clock Hours".

Left panel:

- Attended (15 hours)
- Take Survey
- Pay

Right panel:

- Attended (15 hours)
- Survey
- Confirm

Both panels have a "Next Step >" button at the bottom.

UNOFFICIAL TRANSCRIPTS

From the My Clock Hours page you can also print an unofficial transcript of all your confirmed clock hours.

Transcripts

[Download Unofficial Transcripts](#)

Completed Clock Hours

Only clock hours recorded through pdEnroller are available here. Unofficial transcripts contain complete history.

Title	Start ↓	Hours
(2619347) 7 Habits of Highly Effective People 4.0	8/22/2016	15
(2619391) WESPaC HR September Payroll Preparation - Ephrata	8/9/2016	6
(2619375) WESPaC/Skyward September Payroll - ESD	7/26/2016	6

1 - 3 of 3 items

CERTIFICATION OF COMPLETION

Once attendance has been recorded for an event, you can print off a Certification of Completion. To do this, go the Event Page and select “Download Certification of Completion” on the right hand side.

Registration Confirmation

[Download Certificate of Completion](#)