



Instructions for Faculty Use of Abington PD Web-Based Professional Development Program

Effective immediately, the Abington School District is implementing a new web-based professional development system. At our Abington Public Schools' district website, you will find the information you need on several topics including: a complete description of the Abington Public Schools' professional development program, course descriptions and their related credits and clock hours, online registration for workshops/courses, as well as answers to frequently asked questions. You may also print out your own PD transcript certificates at any time.

To enter the Abington Public Schools' PD site, please follow the steps below:

- ❖ Go to the Abington Public Schools' website: <http://www.abingtonps.org>
- ❖ Click on the horizontal menu link "Human Resources", then on the sub menu item "Professional Development".
- ❖ You will be taken directly to the Abington Public Schools' PD site where you will see a triangle with three buttons. It is suggested that you right click and "create a shortcut" so that the icon is right on your desktop for easy access, or, simply place it in your "favorites".
- ❖ As a FACULTY member, you will always click on the "Login" button.
- ❖ Your "Username" will duplicate whatever is to the left of the @ sign in your mail. For example: William Smith, williamsmith@abingtonps.org
- ❖ Your initial password is "abingtonpd"
- ❖ On your first entry into the system, you will be asked to change your password
- ❖ You will be prompted to LOGOUT and Login with your new password.
- ❖ Once you have successfully logged in, you will see five options on the left menu bar.
 - ABOUT – provides general information about the district's professional development program. Select links on the right to display the topic desired.
 - OFFERINGS – you will be given a dropdown menu containing all the categories that the district offers professional development. Select the category desired, and a listing of current offerings will be displayed. Click on the link to get an expanded description of an offering. To register for an offering, click the appropriate button (PDP's only, Salary Credit, or Graduate Credit, Out of district Registration). Click REGISTER FOR THIS COURSE, to complete the registration. You may VIEW THE CLASS LIST on the next screen to see who will be taking the course with you.
 - Note: there is a special category called "Outside Course Approval listed in the initial dropdown. This is for faculty to initiate course approval for a course offered outside the system. Fill in the form provided, when submitted it is sent to the district administration for approval. Please allow a few days for a reply email confirming or denying your request
 - CLASSLISTS – Select PROFESSIONAL DEVELOPMENT TYPE and the title offering which interests you. A current classlist is displayed.

- RECORDS – This screen will display a record of all the professional development work you have done through this system throughout the current school year. This is your PDP Certificate for all work completed. This may be accessed at any time to view and print a copy.
 - SETTINGS – choose from three links at the top of the page
 - USER INFORMATION – includes the profile information submitted by the district. This may be modified to accommodate recent changes. Be sure your email is correct – automated registration emails are sent to this address. If you wish the emails to be sent to an “additional” email address (home), type a comma, space, then add a second email.
 - CHANGE PASSWORD – typing in a new password twice, and pressing SUBMIT, will change your current password.
 - LOGOUT – to leave the system
- ❖ If you have any questions about the Professional Development site, please contact: Nicole Leach @ nicoleleach@abingtonps.org or 781-982-2150.