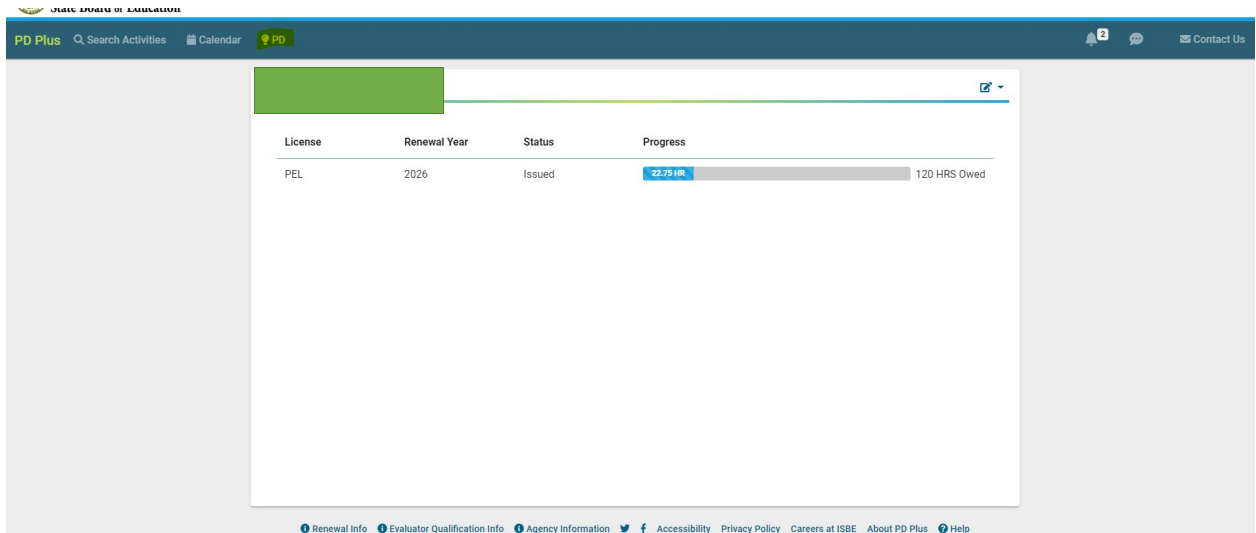


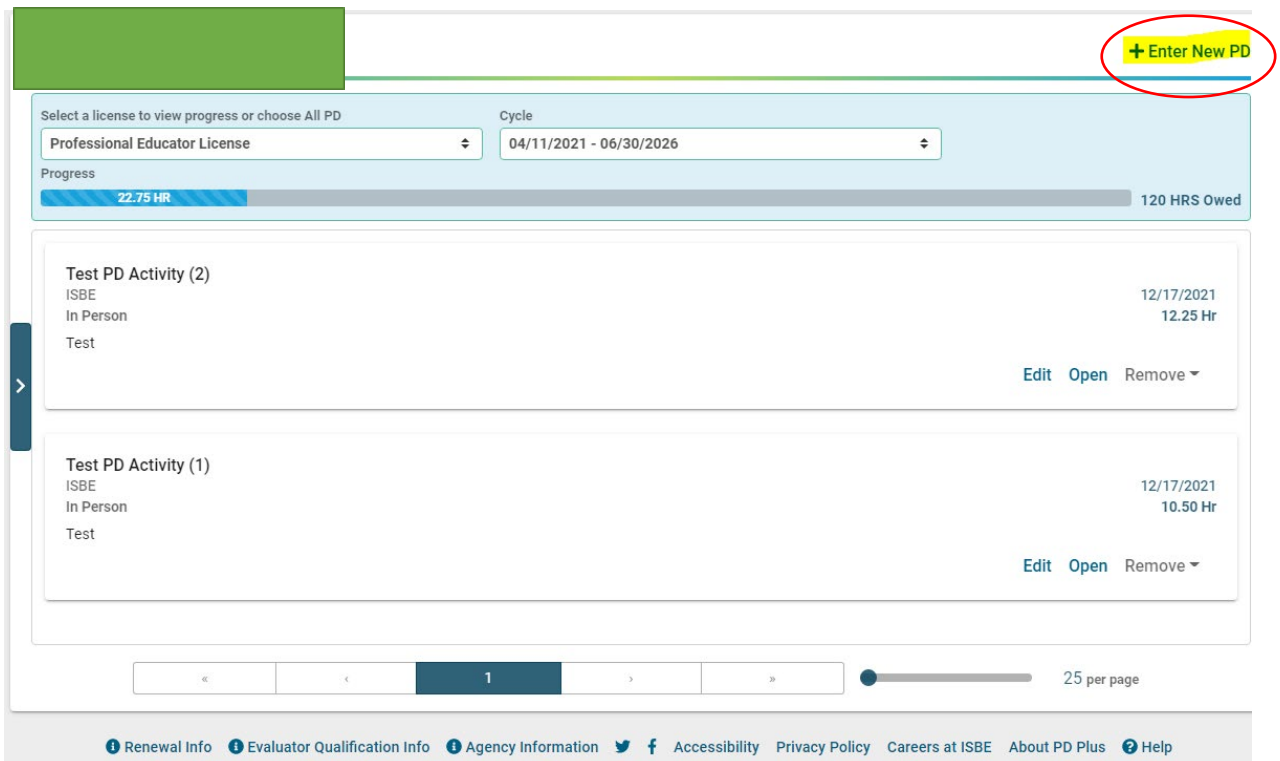
How to Manually Add a Professional Development Activity

As an educator, you will need to manually enter any professional development not registered and taken through PD+. The step-by-step guide below outlines the steps to manually add a professional development activity to your PD+ account.

1. Login to your PD+ account
2. Click on PD from the list of options on the menu bar at the top of the page



3. Click Enter New PD



4. Select between the following:
 - a. PD Activity
 - b. Illinois University Coursework
 - c. IDFPR License or National Certification

PD Activity



Choose the type of PD you are entering.

- PD Activity
- Illinois University Coursework
- IDFPR License or National Certification

Cancel

Next

5. For this demonstration, we will show entering a PD Activity; click next
6. Enter the activity title, description, hours earned, type, start date, and end date of the activity. All fields must be populated.

PD Activity

Title

Description

Hours Type

Start End

[Renewal Info](#) [Evaluator Qualification Info](#) [Agency Information](#) [Twitter](#) [Facebook](#) [Accessibility](#) [Privacy Policy](#) [Careers at ISBE](#) [About PD Plus](#) [Help](#)

7. Click next
8. Select the Provider from the approved provider listing. The provider's address with automatically populate once selected.

PD Activity - test

Provider

Address

[Renewal Info](#) [Evaluator Qualification Info](#) [Agency Information](#) [Twitter](#) [Facebook](#) [Accessibility](#) [Privacy Policy](#) [Careers at ISBE](#) [About PD Plus](#) [Help](#)

9. Click next
10. Select Save and Apply
11. Professional development has been added manually into your PD+ account. A page will display with a summary of the activity you entered. Click OK once you have reviewed.

The screenshot displays a web interface for Professional Development (PD) management. A modal window titled "PD - test" is open, showing details for a specific activity. The modal has two tabs: "Details" (selected) and "License Cycles".

Modal Content:

- Details Tab:**
 - Activity Name: test
 - Location: Adam/Brwn/Cass/Morgn/Pik/Sc tt ROE
 - Completed Hours: 4.00
 - Activity Name: test
 - Development ID: 218
- License Cycles Tab:**
 - Date: 12/16/2021

Background Interface:

- User: Ronald R. Collins
- License: Professional Educator Lic
- Progress: 26.75 HR
- 120 HRS Owed
- Activity List:
 - Test PD Activity (2): ISBE, In Person, Test (12/17/2021, 12.25 Hr)
 - Test PD Activity (1): ISBE, In Person, Test (12/17/2021, 10.50 Hr)
- Page 1 of 1, 25 per page
- Footer: Renewal Info, Evaluator Qualification Info, Agency Information, Accessibility, Privacy Policy, Careers at ISBE, About PD Plus, Help