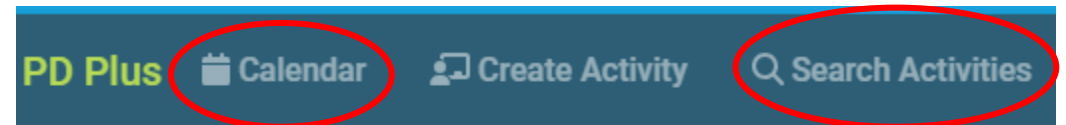
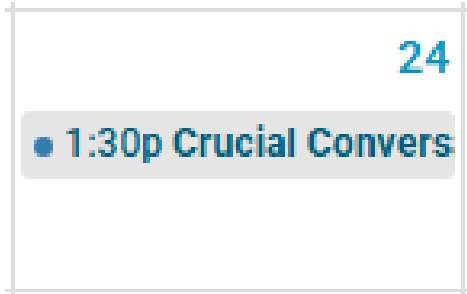


How to Add an Educator to the Attendance Roster as a Provider

1. Log in to PD+ through your IWAS account

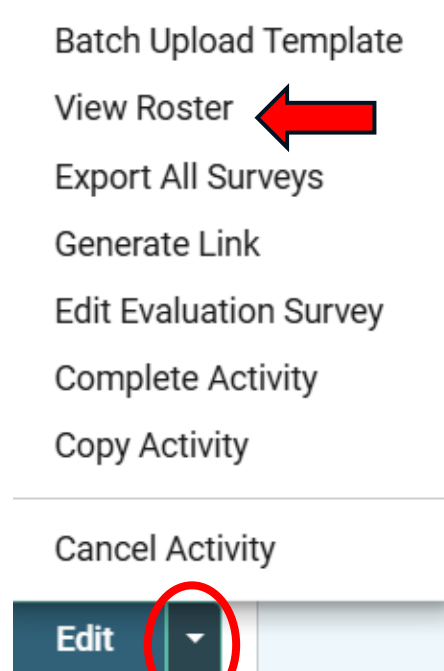
2. Click either the Calendar or Search Activities from the menu bar at the top of the page to locate the activity.





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3. Click the name of the activity from either the calendar or list of activities.
4. Click the drop-down arrow on the Edit button.
5. Click View Roster.

The screenshot shows a table with three columns: 'Sign In', 'Sign Out', and 'PD Hours'. At the top of the table, there is a '+ Add' button circled in red and a '- Remove' button. Below the headers, there are two rows of input fields. Each row has a 'Sign In' field with a clock icon, a 'Sign Out' field with a clock icon, and a 'PD Hours' field.

Sign In	Sign Out	PD Hours
--:-- -- ⌚	--:-- -- ⌚	
--:-- -- ⌚	--:-- -- ⌚	

6. Click the +Add button at the top.
7. Enter the educator's IEIN or first and last name and click Search.
8. Click the educator's name.
9. Click Ok.

If you receive a Registration Closed error message, it means the activity's Closing Date has passed.

To resolve this issue, return to the first step of the Activity Wizard and either update or remove the optional Closing Date. Once the Closing Date has been changed or removed, you should be able to add the educator to the roster.

Batch Upload Template

Import from CSV

Export to CSV

Close

If you have a large list of educators to add to the roster, you may want to use the Batch Upload Template. To do so:

10. Go back to the activity and click View Roster.
11. Click Import from CSV.
12. Locate the saved CSV file on your computer and click Open.
13. You will be asked if you would like to import the educators. Click Yes.
14. Close the Bulk Registration Import Results.
15. Close the Activity Roster page.
16. The activity must be marked as completed and the attendance verified to award PD hours.