How to Update Your PD/Employment Status

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.

CLICK HERE to view the tutorial video.
Click on the paper and pencil icon located in the upper right side of the page. Select “Update Your PD/Employment Status” from the dropdown menu.
Click on the down arrow for each semester you wish to change the status. You can choose from Active, Exempt, Part-Time, IL State Teacher or Govt System Retiree (if retired) and Military. Definitions for each area are on listed on this page.
When done, select “Continue” and click “Finish” at the bottom of the page.
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