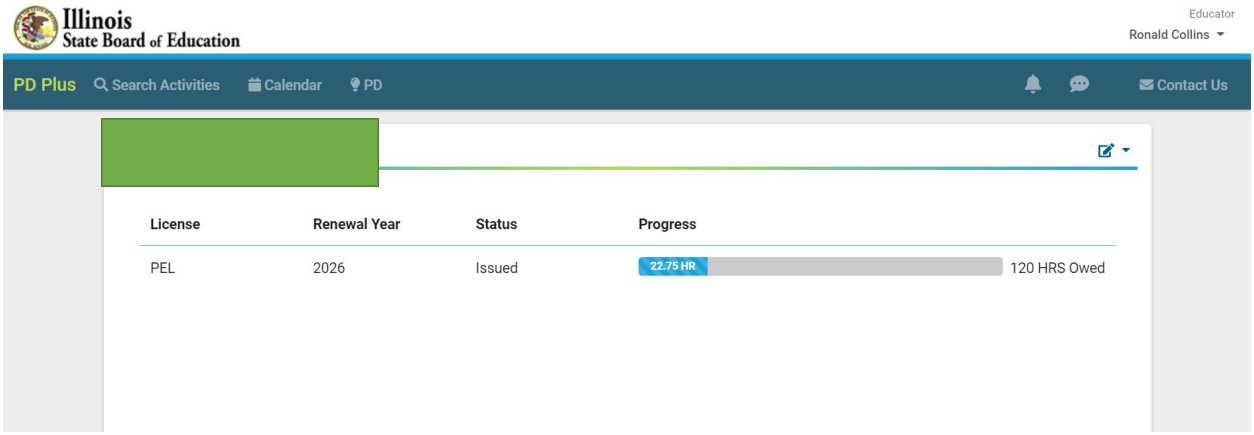
PD+ Educator User Guide

This guide will provide an overview of PD+ and the capabilities as an educator.

Account Overview

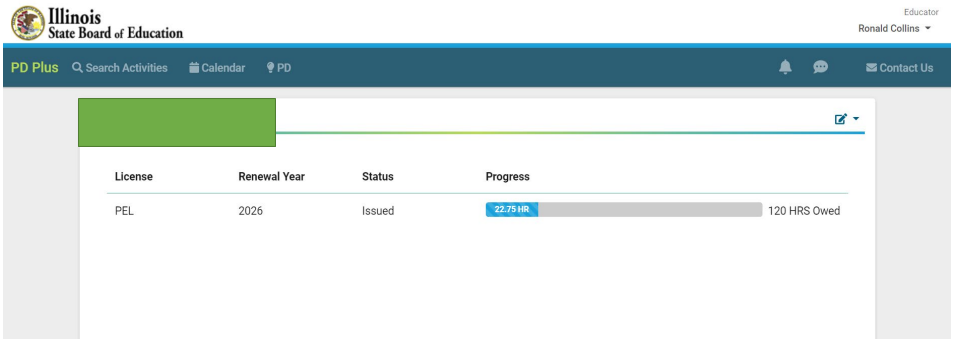
1. Landing page (Credentials Overview)
2. Activity Search
3. Professional Development Activity Calendar
4. Professional Development Page
5. Notifications
6. Message Center
7. Contact Page
8. Help



Landing Page

The landing page is the first page an educator will view when logging into PD+. It provides the following information:

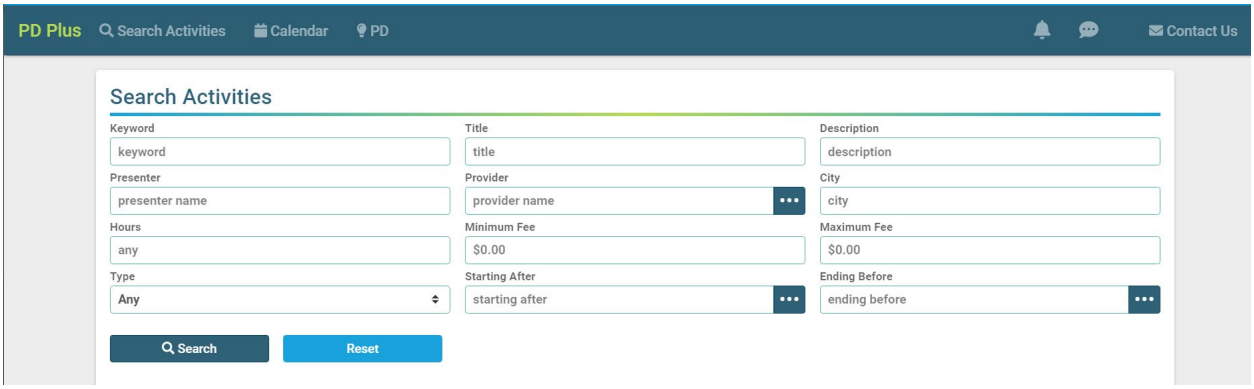
1. License(s)
2. Renewal Year(s)
3. License(s) Status
4. Professional Development Owed
5. Professional Development Completed
6. Professional Development/Employment status
    a. Educator can update their status from the landing page



Search Activities

The search activities page allows an educator to search for available professional development throughout the State of Illinois. Filters include:

1. Keyword
2. Title
3. Description
4. Presenter
5. Provider name
6. City
7. Hours of Activity
8. Minimum Fee
9. Maximum Fee
10. Type (In-person, Online, In-person/Online)
11. Starting After Date
12. Ending Before Date

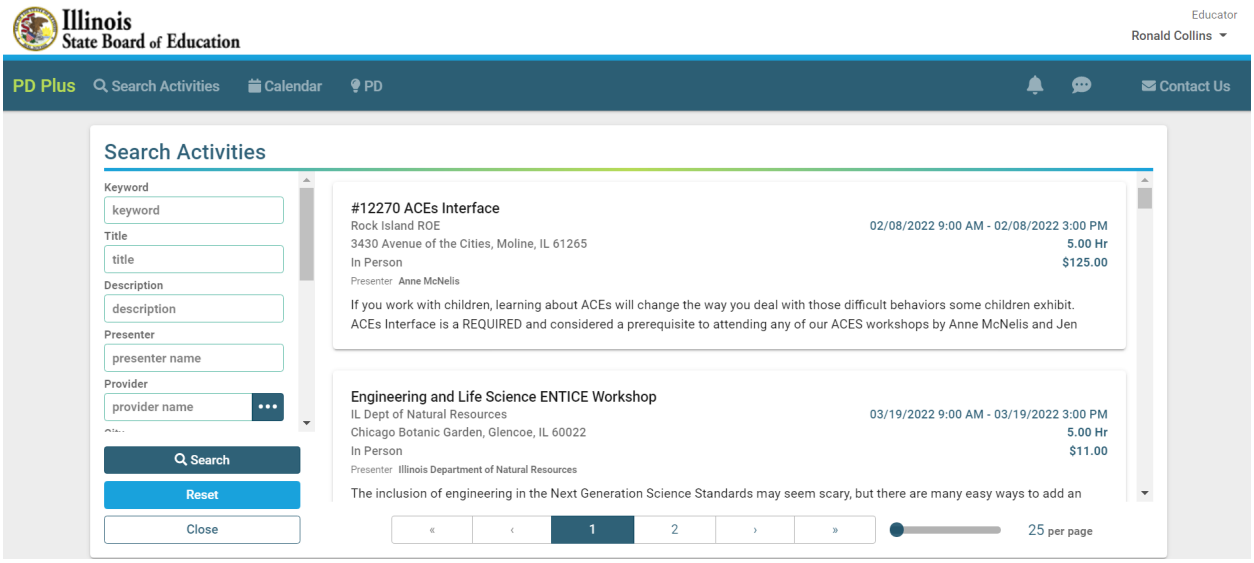


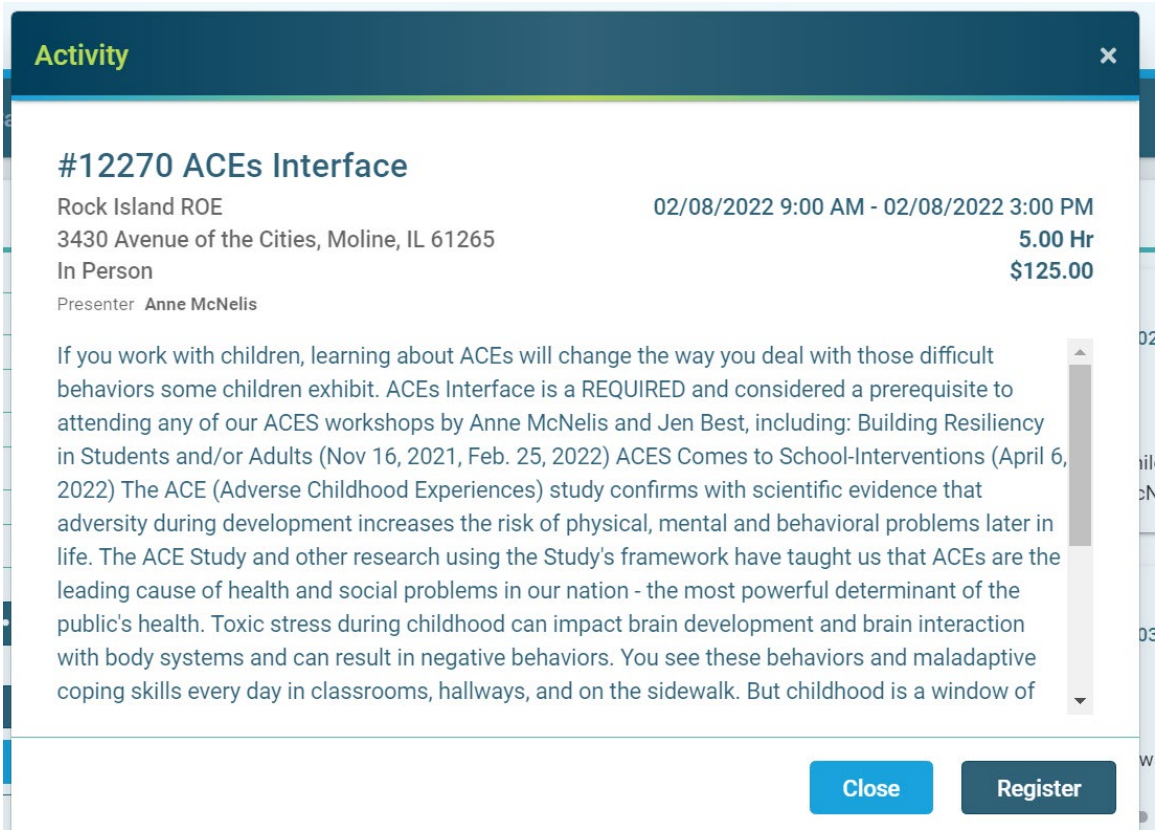
Searching & Registering for Available Professional Development Activities

After using the search activities screen, an educator will see the screen below as a result of their search. From this screen, an educator can:

1. View professional development activities that fall within the parameters of their search
2. Click an activity for an overview

3. Refine their search more/less with the filter options on the left-hand side of the screen
4. Register for a professional development activity
5. To complete activity registration:
    a. Click on the activity
    b. Click the “register” button
    c. Educator will receive a customized registration message from the provider and a notification (notifications will be covered in another section of this document)
    d. If the activity has a fee associated, the educator will need to follow the provider’s link to submit their payment for the activity
        i. The educator will **not** be considered fully registered until the payment has been submitted

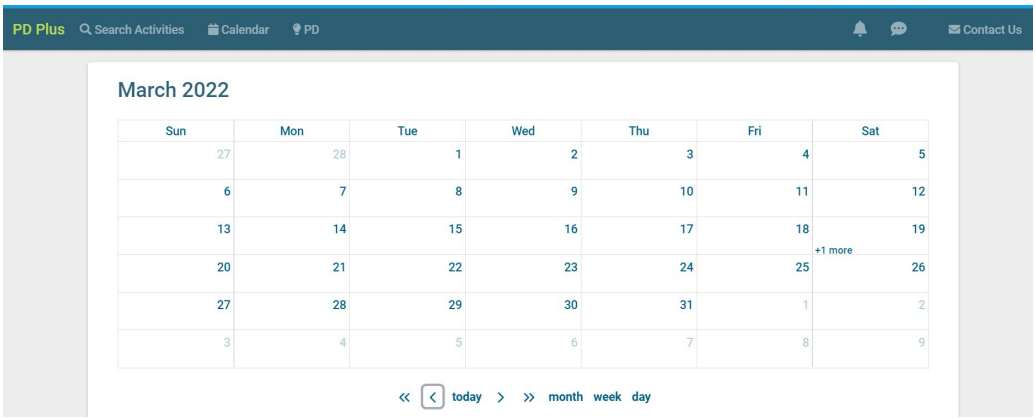




Activity Calendar

The activity calendar will show all activities an educator has registered for through PD+. Educators have the ability to view their calendar by day, week, or month. From the activity calendar, an educator can:

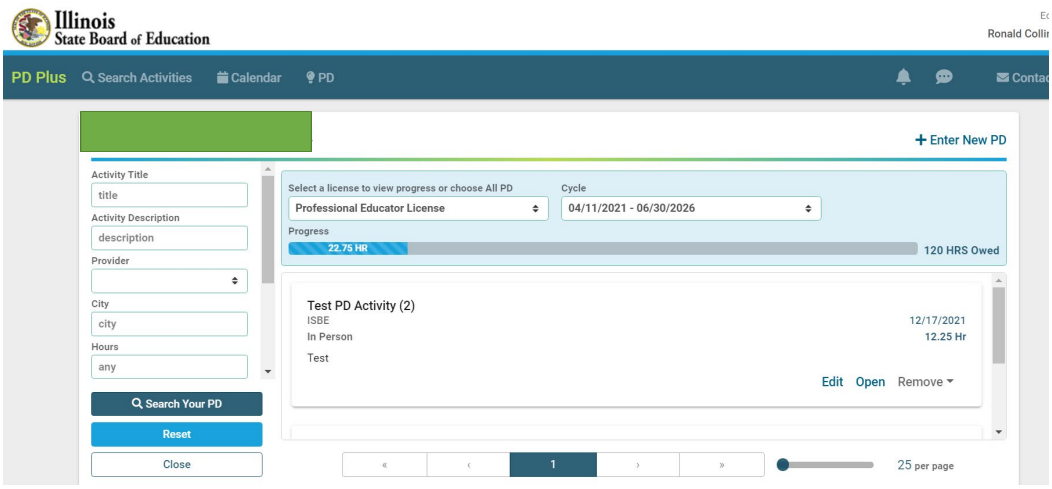
1. Read an Activity Overview
2. Read the Provider Message
3. Unregister from the Activity
    a. Please note: If an educator unregisters from an activity with a fee, the educator must contact the provider to receive a refund, if applicable.



Educator PD Page

From the PD page, an educator will have the ability to track and enter all their professional development. From the PD page, an educator can:

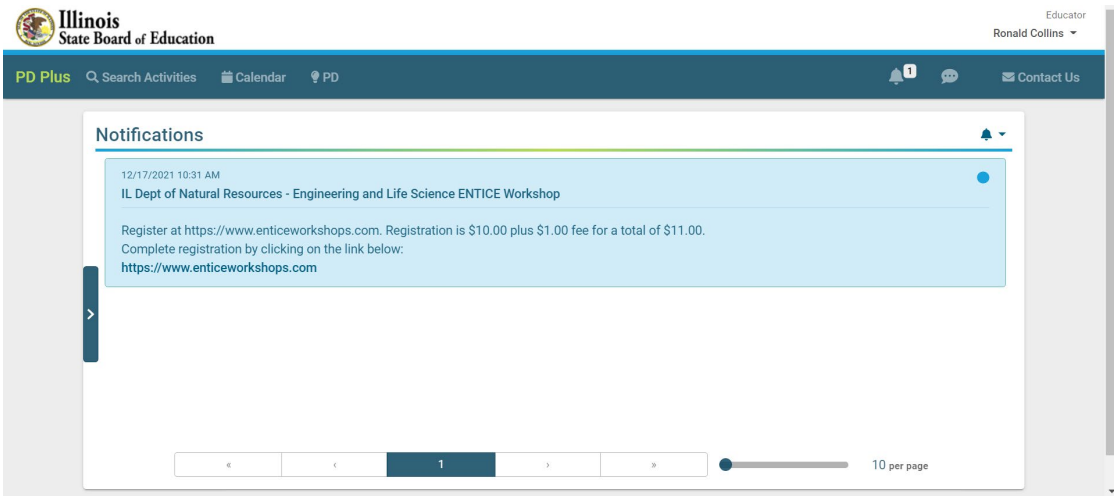
1. Enter professional development activities
2. Search through their own professional development activities
3. Edit/Review existing PD activities
4. Track their professional development progress



Notifications

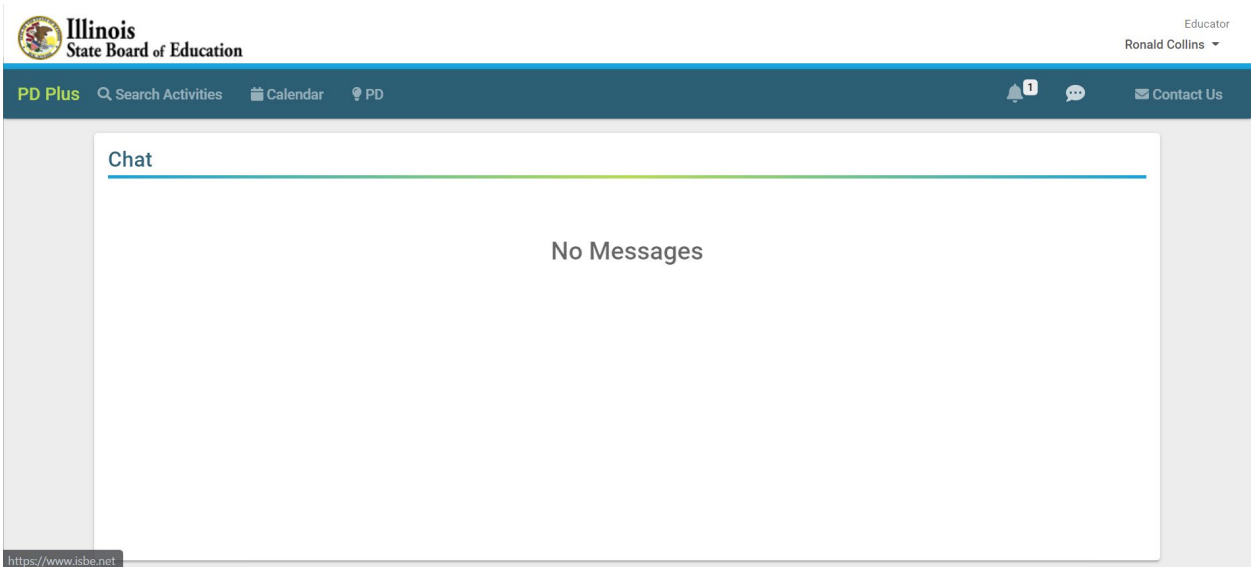
From the notifications page, educators will be able to review any notifications received. Notifications will remain unread until the educator marks them as read. An educator will receive a notification when:

1. Registering for an activity
2. Need to complete the 77-21A form when a provider marks an activity as completed
3. Provider changes information regarding an activity an educator registered for



Message Center

Educators will receive messages in the message center from providers. Educators do not have the ability to initiate conversations with anyone but may respond to a provider if the provider sends a message first.



Contact Us

If an educator has questions, they may click the Contact Us button. When clicking the Contact Us button, the educator will be directed to the licensure contact us page to submit their question to their local regional office of education/intermediate service center.

PD+ Help

If an educator needs assistance navigating their PD+ account, they may click the “help” button at the bottom of their screen on any page. The help page will provide helpful how-to videos.

This document is subject to change as the development of PD+ continues.

Created December 2021