PD+ User Access Guide

This access guide is applicable to Approved Illinois Professional Development Providers who will access PD+ through the IWAS Applications List, rather than through a new or existing ELIS account. The information below is designed to assist this audience with first-time access to PD+, the Illinois State Board of Education's professional development tracking system.

How to Request Access to PD+

1. Login to your IWAS account here. If you do not have an IWAS account, please see section "I do not have an IWAS account yet" below.
2. Click "System Listings" from the menu on left of the screen.
3. Click the blue link titled "Want to sign up for other systems?"
4. Under "Professional Development", click "Sign Up Now" next to PD Plus
5. Enter your information into the appropriate fields, then click "Submit" at the bottom of the screen.
6. Your access to PD+ will be pending the approval of your organization's system administrator.
   a. Once your access is approved, PD+ will be listed as an application under your "System Listings" menu.

How to Access PD+ After Approval

1. Login to your IWAS account
2. Click "System Listings" from the menu on the left of the screen.
3. Choose "PD Plus"

I do not have an IWAS Account Yet

To create an IWAS account, follow these steps:

1. Go to https://apps.isbe.net/iwas/asp/login.asp?js=true
2. Click "Sign Up Now" under the "New Partner" menu
3. Follow sign up wizard and complete fields appropriately
4. Refer to "How to request access to PD+" section of this guide and follow steps listed

I Cannot Access my IWAS Account

If you have forgotten your username or password, please contact the ISBE Agency Call Center at (217) 782-4321. Agents are available Monday through Friday from 8:00 a.m. to 5:00 p.m.

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1. This requires changes to ISBE records and IWAS accounts. If your organization will be going through a change in administrators, please follow the easy steps on the following page.

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The information below pertains to all administrators _except_ for Regional Offices, Public School Districts, and Non-Public Schools. Regional Offices, Public School Districts, and Non-Public Schools can indicate a change in organization administrators in the Entity Profile System (EPS) in IWAS.

Organization Responsibility

Compose an email on **organization letterhead** to the ISBE Data Strategies & Analytics at EPSchange@isbe.net and include the following:

- Indicate "Attention to: "Entity Profile Information Change ".
- Specify the organization's Region-County-District-Type (RCDT) Code;
- Specify the organization's fax number;
- Specify the organization's phone number;
- Specify the organization's email address;
- Specify the organization's prior administrator's name;
- Specify the organization's new/interim/acting administrator's name;
- Have the letter signed by the new/interim/acting administrator.

As the System Administrator, how do I Approve PD+ Access?

1. Login to your IWAS account
2. Under the "Require Action" menu, click "Sign-ups pending your approval
3. Approve/deny appropriate pending approvals.

I have Additional Questions

If you need additional assistance setting up and/or navigating your PD+ account, you may email pdplus@isbe.net. We'd be happy to assist you.

You may also review our PD+ webpage, where you will find How-To videos, an FAQ document, and more!