Professional Development Management System
Learning Program Registration Tutorial
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Professional Development Management System

Registration tutorial for employee learning programs at Palm Beach State College.

The Professional Development Management System (PDMS) is a web-based registration and tracking solution generated through the Employee Web. The system is designed to provide users with the ability to:

- View the programs being offered to include course description and schedule.
- Enroll, withdraw, and be placed on a waiting list with a click of a button.
- View history of professional development activities.

All attempts will be made to offer all scheduled courses. Due to lack of participation or instructor schedule, courses may be canceled. Registrants will be notified by email of canceled classes and rescheduled dates.
Logon to Employee Web

Logon to the Professional Development Management System through the Employee Web at https://www.palmbeachstate.edu/employeeweb/, using your Logon ID and Password. View Figure 1.

Figure 1 - Employee Web
Begin the Process

Select **Personal Info** located on the tab bar and select **Professional Development** from the drop down menu. View Figure 2.

![Figure 2 - Professional Development](https://www.palmbeachstate.edu/employeeweb/)
Professional Development Menu

Click any of the menu items to begin the process. View Figure 3.

- **Activity History**: View past professional development history.
- **Register**: Register for upcoming professional development opportunities.
- **Schedule**: View upcoming professional development activities already registered for.
- **Rosters**: Available only to employees who coordinate employee professional development courses. View and update rosters for activities that have been completed.
- **Tutorial**: View tutorial about using the professional development web-system.

![Professional Development Menu](image)

Welcome Morgan A. Warner
Last Logon: Jan 26, 2011 05:29 PM

![Professional Development](image)

Figure 3 - Menu Option
Select Search Parameters

After selecting the Register option from the Professional Development Menu, use any of the available parameters to narrow the search for upcoming learning program opportunities. View Figure 4.

1) Activity Type: Select one of the following options…
   - Adventures In Leadership: Displays leadership workshops.
   - Advisor Development: Displays courses for Student Advisement department.
   - Computer Instruction: Displays software application instructional classes.
   - Distance Learning: Displays distance learning courses such as Blackboard.
   - Employee Recognition: Displays activities sponsored by the Employee Recognition Committee.
   - Instructional Technology: Displays instructional workshops such as podcasting.
   - Professional Growth: Displays professional development workshops.

2) Topic: Use along with the Activity Type option to select the name of the workshop. (i.e. If searching for an MS Access class, select Activity Type Computer Instruction and select MS Access as the Topic.)

3) Date/Time: Select one of the following options…
   - Choose a date option from the drop down list - Within 3 months, Within 6 months, Within 12 months, This Term, This Month, This Week, Today, Fiscal Year; or
   - Click on the Calendar icon to select a specific date; and/or
   - Select a time frame from the drop down list - Any Time, Morning, Afternoon, Evening

4) Title Key Word: Enter the course title or key word.

5) Campus Offered: Displays the activities offered on a specific campus.

6) Search: Select one of the following options…
   - Click Search after selecting parameters; or
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- Do not select any parameters and click **Search** to display all upcoming activities in date order.

![Screen capture of Palm Beach State College Professional Development Search webpage]

Figure 4 - Search Parameters
Enroll, Withdraw & Waitlist

Employees have the ability to manage their courses by using the enrollment and withdrawing options.

1) Search Criteria: After selecting the search parameters, a list of courses that meet the criteria are displayed.

2) Title: The column displays the course listings being offered. Click on the course title to view the workshop description.

3) Time: The column displays the date, time, campus location, and room number.

4) Status: The column displays whether the class is Open, employee already Enrolled, employee has been placed On Waiting List.

5) Action: The column displays the following buttons:

   - **Enroll**: To register for a course. Registrants and direct supervisors will receive an email confirmation.
     - **Waiting List**: Courses that are full will have a Status of On Waiting List. If seating becomes available, employees will be automatically enrolled and will be notified by email.

   - **Withdraw**: Employees may withdraw from a course; however, cancellation must be made at least one day prior to the workshop date. Participants who are scheduled for a course but do not attend will be considered a No Show.
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Figure 5 - Activity Action