**STIPD—Alabama’s Professional Development Tracking System**

**GETTING STARTED**

* To access the features of the STI PD system, you must first go to the website and log in.
* The website is <https://pdweb.alsde.edu> or you may go to [www.coffeecountyschools.org](http://www.coffeecountyschools.org) and select Professional Development and click on the link to STIPD.

**LOGGING IN**

* To access the features of the STI PD system, you must first log in. To do this:

 1. Enter your username in the first field. Your username is your first initial, last initial, and last six digits of your social security number.

 Example: John Doe, 123-45-6789

 Username: jd456789

 2. Enter your password in the second field. Your password is your six-digit date of birth separated by hyphens.

 Example: August 25, 1967

 Password: 08-25-67

 3. Enter your LEA in the third field. You may use the pull-down menu to select your school system.

 Example: Coffee County School System

 LEA: Coffee County BOE

 4. Select the button “CLICK TO LOGIN.”



**UPDATING INFORMATION**

* If you have logged in successfully, you will see the following screen.



* Select the option to update your email address provided by the school system.
* Select the option to update your password.

**MY PROFILE**

* To update your personal profile, select the **My Profile** tab under the **HOME** tab.



You may make changes in three areas by selecting the options listed below.

* Login Username and/or Password | Make Changes | Update Now
* Contact Information | Make Changes | Update Now
* Employment Information | Make Changes | Update Now



**PD TITLES**

* To begin your search for available Professional Development Titles, click on the **PD Titles** tab located on the menu bar. This will open up the **PD Titles** screen.



* Click the **Search the PD Title Catalog** link. This will bring up the search screen.



* Enter the search criteria for the specific session you are looking for or you may leave the data fields blank to view all titles offered in the state.
* Once you have entered the search criteria then click on the **SEARCH NOW** button.



* All PD Titles matching your search criteria will be displayed. To view details of a session schedule or to enroll, click on the **LIST** button.



* To enroll in a specific session, click **ENROLL NOW** link. You will be asked to confirm session enrollment. Be sure to verify details of the session. Additionally, if this session accepts online payments, then you need to complete the “Payment Information” fields. The PD system will also let you know if there are any conflicts with other sessions in your schedule. To continue enrolling for the session, click **YES**. Click **CANCEL** if you do not wish to enroll in this session. When you enroll for a session, a confirmation screen will appear. To exit, click **CLOSE THIS WINDOW** or **CLOSE**.





**MY SESSIONS**

* To view your schedule of sessions, go to the **HOME** page and click the **My Sessions** link located on the menu bar.
* To view the details of a specific session, click on the appropriate session in the calendar.
* You may view different months, weeks, or days.
* To view a particular session, click the name in the calendar and the session information appears.
* You may view your attendance and session status history.
* You may submit a session request using the **Submit Session Request** button.

**MY HISTORY**

* To view your training history, go to the **HOME** page and click the **My History** link located on the menu bar.
* The *My Training History* screen outlines the dates, names and locations of your training sessions. In addition, your proficiency level, attendance, points, credits and status for each session are provided. To filter your history by date range, enter the desired dates in the **Start Date** and **End Date** fields and then click the **Filter by Date Range** button. (You may leave one or both fields empty).
* If you scroll down this screen, you may view and submit new training items for approval.
* Click **submit new training history item for approval** to add items to be approved for your history.

**MY PD PLANS**

* To create/view your PD Plan, go to the **HOME** page and click the **My PD Plans** link located on the menu bar.
* Select Create Now. Your new PD Plan appears in your list of PD Plans for you to manage or edit.

**COMMUNITIES**

* Learning Communities offer you a place to post messages for other employees to view.
* Learning communities may be accessed from either **Communities** link.

**LOGOUT**

* You may log out any time during your session. To log out, simply click the **LOGOUT** link located on the menu bar.