
User Guide

Professional Development
Registration Site

<http://profdev.fiu.edu>



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About the Professional Development Registration Site

The registration site at <http://professionaldevelopment.fiu.edu> (or <http://profdev.fiu.edu>) is a place where FIU faculty and staff can register for many kinds of training and workshops, including training offered by the Division of IT, Human Resources, and many other University departments. Currently, registration for the events listed on this site is open only to FIU faculty and staff (including part-time OPS), not to FIU students.

The preferred browser to use with the site is Mozilla Firefox; however, you can also use other browsers such as Internet Explorer or Google Chrome to access the site.

Log into the Registration Site

To register for training, you will need to log into the site using your MyAccounts faculty or staff credentials. (MyAccounts is FIU's central authentication system.) If you have any problems logging into the site, contact the UTS Support Center at 305-348-2284.

To log in, type your MyAccounts Username and Password and click the Login button.

To logout of the Training Registration site, click the **Logout** button.

Registering for Training:

Once you have logged in, the welcome screen will be displayed. Notice the menu options at the top of the screen: Enroll, My Classes, My Record and PDH Form. Enroll is the menu item you select to view and register for available classes.



PROFESSIONAL DEVELOPMENT

Maria Fernandez **LOGOUT**

Enroll	My Classes	My Record	PDH Form
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Welcome to FIU's professional development online enrollment system. Here you can register for classes hosted by the various departments at FIU. Each class will help to develop needed professional skills and provide insight into special topics that can enhance your career and help the community as a whole.

Please use the menu at the top of this page to navigate through this site.

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To find a course

Click the Enroll link at the top to go to the Enroll screen.

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Enroll	My Classes	My Record	PDH Form
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SEARCH BY KEYWORD

Search

Below you can search by keyword(s). *Example:* If you wanted to search for courses about **Moodle**, then you would enter the keyword **Moodle**. And if you wanted to learn more about, **Microsoft Excel** then a search for **Office** or **Microsoft** should work.

Keyword: **Search**

BROWSE DEPARTMENTS

Department	Courses
Center for the Advancement of Teaching	17
Educational Technology Services	23
Environmental Health and Safety	1
Office of the Controller	5

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- Select a department to see all of the available training offered by that department.
- Search for a specific course or workshop by typing a keyword in the text box (for example Office or Blackboard) and then clicking Search.

To enroll in a course

- Once you locate the course you want, click the radio button next to the session you wish to attend.
- Then click the Select button to make the selection.

Enroll	My Classes	My Record	PDH Form
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SHOWING RESULTS FOR KEYWORD(S) 'FUNDAMENTALS'

To choose a course to enroll in please click on the session you wish to attend and click *Select*. When you have completed making your selections click the *Confirm* button at the top of the page.

Fundamentals: Academic Integrity [1.00 Hour(s)]

These workshops are part of the TA Certification program. They cover the indispensable skills for effective classroom teaching. Faculty and adjuncts are also welcome.

Classroom Session(s)

Capacity	Location	Date	Start	End
<input checked="" type="radio"/> 0/25	MMC: GL-154	Wednesday, February 29th 2012	10:30 AM	11:30 AM
<input type="radio"/> 0/25	MMC: GL-154	Thursday, March 1st 2012	3:30 PM	4:30 PM

Select

Fundamentals: Asking Good Questions [1.00 Hour(s)]

These workshops are part of the TA Certification program. They cover the indispensable skills for effective classroom teaching. Faculty and adjuncts are also welcome.

Classroom Session(s)

A message will appear at the top of the screen just below the Logout button.

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✓ Pending enrollment for 'Fundamentals: Academic Integrity' has been added.

- Repeat these steps for any other sessions you want to register for.
- At the top of the Enroll screen you will see a Confirm Pending Enrollments area. Click the chevron (∨) at the end to see a list of all sessions you selected for enrollment.
- Click the Confirm button to continue the enrollment process. (You can also delete a course by clicking on the red X next to the course name before confirming your enrollments.)

Confirm Pending Enrollments

This will take you to the Confirm Pending Enrollments screen.

NOTE: When you confirm pending enrollments, there is still one more step in the registration process.

- The final step in registration is to click on the Enroll for Courses button at the bottom of the Confirm Pending Enrollment screen.

CONFIRM PENDING ENROLLMENTS

Educational Technology Services - Backing Up Your PC Files

Location	Date	Time
MMC: GL-141E	2012-10-29	1:45 PM–3:00 PM

Enroll for Courses!

A confirmation message will appear at the top of the screen, and a confirmation message will be sent to you via e-mail with an iCalendar attachment (.ics format). See Appendix A to learn how to import an .ics file to your Outlook calendar.



Successfully enrolled in Backing Up Your PC Files!

My Classes


The My Classes screen shows both Upcoming Courses and Previous Courses. Upcoming courses are workshops that you registered for that have not yet taken place. Previous Courses are the workshops you registered for in the past. This list shows your attendance at past workshops – present or absent – as well as the number of professional development hours awarded by HR.

Enroll	My Classes	My Record	PDH Form
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PREVIOUS COURSES

Course	Attendance	PDH Earned
Generational Diversity in the Workplace Webinar	present	1.00
Blackboard Learn: Communication & Collaboration	present	2.00

UPCOMING COURSES

Course	Location	Drop
Backing Up Your PC Files	MMC: GL-141E - Monday, Oct 29 2012 1:45PM—3:00PM	

NOTE: If you have any questions or issues with the courses listed under My Classes, you should contact the department that delivers the workshop in question

Cancel Your Enrollment in a Course

Once you have confirmed courses, they will appear under Upcoming Courses on the My Classes screen.

You can drop any upcoming course you have registered for by clicking the Drop button to the right of the course (red X).






PROFESSIONAL DEVELOPMENT

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Enroll	My Classes	My Record	PDH Form
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UPCOMING COURSES

Course	Location	Drop
Fundamentals: Academic Integrity	MMC: GL-154 - Wednesday, Feb 29 2012 10:30AM—11:30AM	
PowerPoint: Fundamentals	BBC: AC1-393 - Friday, Mar 23 2012 10:00AM—12:00PM	
Fundamentals: Furnishing Feedback	MMC: EC-EC 2300 - Wednesday, Feb 08 2012 3:00PM—4:00PM	

A confirmation message will appear at the top of the screen and a cancellation notice will be sent to you via e-mail.

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✔ Class for 'Fundamentals: Academic Integrity' has been removed.

Reschedule for a Different Training Session

Please cancel the session you do not wish to attend and register for another session of your choice.

Check Your Courses

Once you have registered for training, the session will remain under Upcoming Courses until the day of the session. After the session date, the workshop will move to the Previous Courses section. In this section you can see your attendance status and the number of professional development hours earned.

My Record

The My Record screen shows you training statistics by fiscal year.

PDH Form

The PDH Form is used to report training for which you wish to receive professional development credit hours, but that you did not register for on this professional development registration site (<http://profdev.fiu.edu>). If you have any questions about this form, contact Organizational Development and training in the Division of Human Resources.