

SCS Online Staff Development System

Go to SCS Home Page

Go to STAFF

Pull Down to Online Staff Development System



Choose: END USERS-Click Here






Login with your Novell/Email Information

Example: User: LastName FirstName Initial (DoeJ)

Password: only you know


Viewing Workshop Calendar

Find workshops (calendar, by title, date etc)

1. From Online Staff Development homepage, click on  “Calendar” tab.
2. Click on method you want to search by.
3. You can click on “One Week” or “Two Weeks” to view calendars.
4. A  “Disk” icon beside workshop title means Techology Credit,  “Glasses” icon means Reading Credit, “M” means Multiple Days.
5. You can click on titles of workshops to see details and times.

Register for a workshop (Edit you profile – FIRST!!)

Editing Profile

1. Under “Welcome” tab, 
2. Click on “Edit Profile Information.”
3. Enter **Social Security Number**, then press “Retrieve Employee Profile.”
4. Fill in information and press “Submit.”

Finding Workshops

1. Move cursor over “**Workshop**” tab.
2. Click on the method you want to search by (**Date, Location, Title, etc.**)
3. To select a workshop, click on the time beside the title.
4. Click on “**Register**” at top of the screen.
5. Fill in the blanks on the registration form and click “**Submit Registration**” at the bottom of the screen.

Viewing Registrations

1. Click on “**Registration**” tab on Online Staff Development homepage.
2. Enter Social Security Number.



Cancelling Registrations

1. Move cursor over "**Registration**" tab on Online Staff Development homepage.
2. Click on "**View Registrations**".
3. Enter Social Security Number.
4. You will see a list of courses you are registered to take. You can cancel ones you are registered for & ones you are on a waiting list to take.
5. Click on the underlined link to the workshop registration you want to cancel. This will open the registration form.
6. Click on the "**Cancel Registration**" button.
7. You will receive a confirmation email.
****YOU CAN ONLY CANCEL REGISTRATIONS IF YOU ENROLL YOURSELF, NOT IF THE COURSE FACILITATOR REGISTERED YOU.**

Completing Evaluations

1. Click on “**Evaluations**” tab on the Online Staff Development homepage.
2. Enter Social Security Number.
3. Click "**Go**" to load list of workshops you have attended and need to evaluate.
4. Click on the drop-down list for the workshops and select one from the list.
5. You **MUST** evaluate each item.
6. At the bottom, there is room for additional comments. You **MUST** complete all fields with an *.
7. Scroll to the bottom of the form and click "**Submit**".
8. You will receive a confirmation email. Credits entered before 7:00 pm will be in the HRMS system the next day.
9. You can print a certificate for the workshop by clicking on the "**Click here to print certificate for this workshop**" link.
****YOU MUST COMPLETE AN EVALUATION FORM TO RECEIVE CEU CREDITS FOR COURSES.**

To View Renewal Credit you have to be on a PC.

Please let me know if you need assistance!