Submitting New Professional Development

- 1. Log into myWSUTech.
- 2. Select the Employee Tab.
- 3. Select Professional Development from the Employee Links / Forms Channel.

	r rocess improvement
	Process Improvement Form ♂ View all Process Improvement Forms ♂
WSUTECH	Reference
g myWSUTech	Interactive Schedule - Employee Version IZ New Intranet - WSU Tech Sharepoint Online IZ
# WSU Tech	Remote Desktop Connect Guide - Employees (PDF) WSU Tech Employee IT Help Guide (PDF) Banner Bookshelf @
☆ Employee	Program Cost Matrix @ Extended Academic & Student Services Calendar (EXCEL) Shop WSU Tech Employee Online Store @
Jaculty	Remote Desktop
Student	Remote Desktop Connect Configuration File for Employees (ZIP) ↓ - Click on the link to download the zipped file. After it has downloaded to your computer, click "open file", double click on "Employee_RDS.rdp", then click on "Connect".
▲ Student Engagement	Forms
Prospective Student	You must be on a computer on campus or Remote Desktop Connection off campus to access these applications.
🖵 Library	Etrieve Forms
4 Financial Aid	wids
Career Services	World Wide Instructional Design System (WIDS) 🖉
	Cognos
	Cognos Prod Environment 🕫

4. Click on Submit New Professional Development.



Professional Development

Welcome, Noah Santry Current Supervisor: cbarber Monday, March 21, 2022

Actions

Submit New Professional Development

Information

Employee Directions for Submitting Professional Development

Supervisor Directions for Approving Professional Development

- 5. Input the required entries.
 - a. Username
 - b. Full Name
 - c. Role (Dropdown)
 - d. Division (Dropdown)
 - e. Training Title
 - f. Training Type (Dropdown)
 - g. Hours Earned (Dropdown)
 - h. From Date & To Date

You may also upload documentation (in the format of a picture, PDF, Word, or Powerpoint file), or type comments in the text box.

Personal Information

 indicates a required field. 					
Username*		Full Name*			
nsantry		Noah Santry			
Program		Role*		Divison*	
		Select	~	Select	~
Training Activity Inform	ation				
Iraining Litle*		Iraining Type*			
		Select			~
Hours Earned*	From Date*		To Date*		
	mm/dd/yyyy		mm/dd/yyy	Ŋ	
Comments					
Upload Documentation (.jpeg, .jpg .png, .po	df, .pptx, .docx)				
Choose File No file chosen					
	Cancel	Submit			

6. Click Submit to submit the Professional Development Form.

Your form has been submitted.

Return to Home Page Submit New Professional Development View Professional Development Training

7. Once submitted, your supervisor will receive a notification email. You will be notified when the submission is accepted or rejected.

Noah Santry has filled out a Professional Development submission on Mar 21 2022 1:44PM!

To complete this Task, click on <u>this link</u>, select the Supervisor View Mode, and click the submitted form on the table.

Once the form has been approved or rejected, you should receive a confirmation email.

Thanks!

Viewing and Modifying Professional Development Submissions

1. Click on View Professional Development Training



Professional Development Welcome, Noah Santry Current Supervisor: cbarber Monday, March 21, 2022

Actions

Submit New Professional Development

View Professional Development Training Ś

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2. The Total Hours Report shows the approved, rejected, and pending hours submitted for each fiscal year.

Total Hours Report

Fiscal Year 🔻	Approved Hours	Rejected Hours	Pending/Modified Hours
2022	3.0	0	8.5
2020	0.5	0	0

3. To view a form, click anywhere on the respective row on the Professional Development Submissions table.

Professional Development Submissions

Click a row to view or make changes to a form.

Supervisors: Select the Supervisor View Mode on the dropdown below, then click a row to approve or reject a form.

Downioa	la CSV					
Name 🔺	Training Title	Status 🔺	Hours 🔺	Fiscal 🔺	Submitted 🔺	Training Type
Filter	Filter	- Select -	Filter	Filter	Filter	- Select -
Noah Santry	Test - Ignore/reject	Pending	0	2022	2022-03-21	Continuing Education/CEU
Noah Santry	Test Submission	Modified	8.5	2022	2022-03-21	Other
Noah Santry	Flask LinkedIn Learning	Approved	2	2022	2022-01-24	LinkedIn Learning - Other
Noah Santry	Interactive Schedule Training	Approved	1	2022	2021-11-02	Other
Noah Santry	Return to Campus Expectations for	Approved	0.5	2020	2020-06-10	Other
	Page Size 50 ♥ First Prev 1 Next Last					Prev 1 Next Last

4. If the form has not been approved or rejected, the form can be modified. Make the changes needed, and then click Submit Modifications to confirm the changes. If you wish to rescind the form, click Deactive Form.

Professional Deve	elopment				×
Personal Infe	ormatio	on			
Username:			Full Name:		
nsantry			Noah Santry		
Role:		Division:		Program:	
Admin	~	IT	~		
Hours Earned:		From Date:	Linkedin Learning	To Date:	
Training Title:			Training Type:		
Hours Earned:		From Date:		To Date:	
8.5		03/16/2022	:::	03/29/2022	:::
Comments:					
					,

5. If the form has been approved/rejected, the supervisor's username, date, and comments will be displayed. A completed form cannot be deactivated or modified.

Personal Inform	nation			
Username:		Full Name:		
nsantry		Noah Santry		
Role:	Division:		Program:	
Adjunct	✓ IT	~	FutureMaker	
Training Title: Return to Campus Expectations for Employees		Training Type: LinkedIn Learning	Training Type: LinkedIn Learning - Other	
Training Title:	-	Training Type:		
Hours Farned:	From Date:		To Date:	
0.5	06/10/2020		06/10/2020	
Comments:				
Reviewed the Employee Traini for wearing facemasks and gle This submission has	ing FAQ, read through the oves, and gathered approp s been Approved I	Return to Campus Expect priate PPE for work. by szuckerman@\	actions Powerpoint, viewed i vsutech.edu on 202	0-06-11
Reviewed the Employee Traini for wearing facemasks and glo This submission has Supervisor Comments:	ing FAQ, read through the oves, and gathered approp	Return to Campus Expect priate PPE for work.	actions Powerpoint, viewed i vsutech.edu on 202	0-06-11
Reviewed the Employee Traini for wearing facemasks and gle This submission has Supervisor Comments:	ing FAQ, read through the oves, and gathered approp s been Approved I	Return to Campus Expect priate PPE for work.	actions Powerpoint, viewed i vsutech.edu on 202	0-06-11
Reviewed the Employee Traini for wearing facemasks and glo This submission has Supervisor Comments:	ing FAQ, read through the oves, and gathered approp s been Approved I	Return to Campus Expect priate PPE for work.	actions Powerpoint, viewed i	0-06-11

If you have any further questions about this process, please submit a ticket to the IT Helpdesk