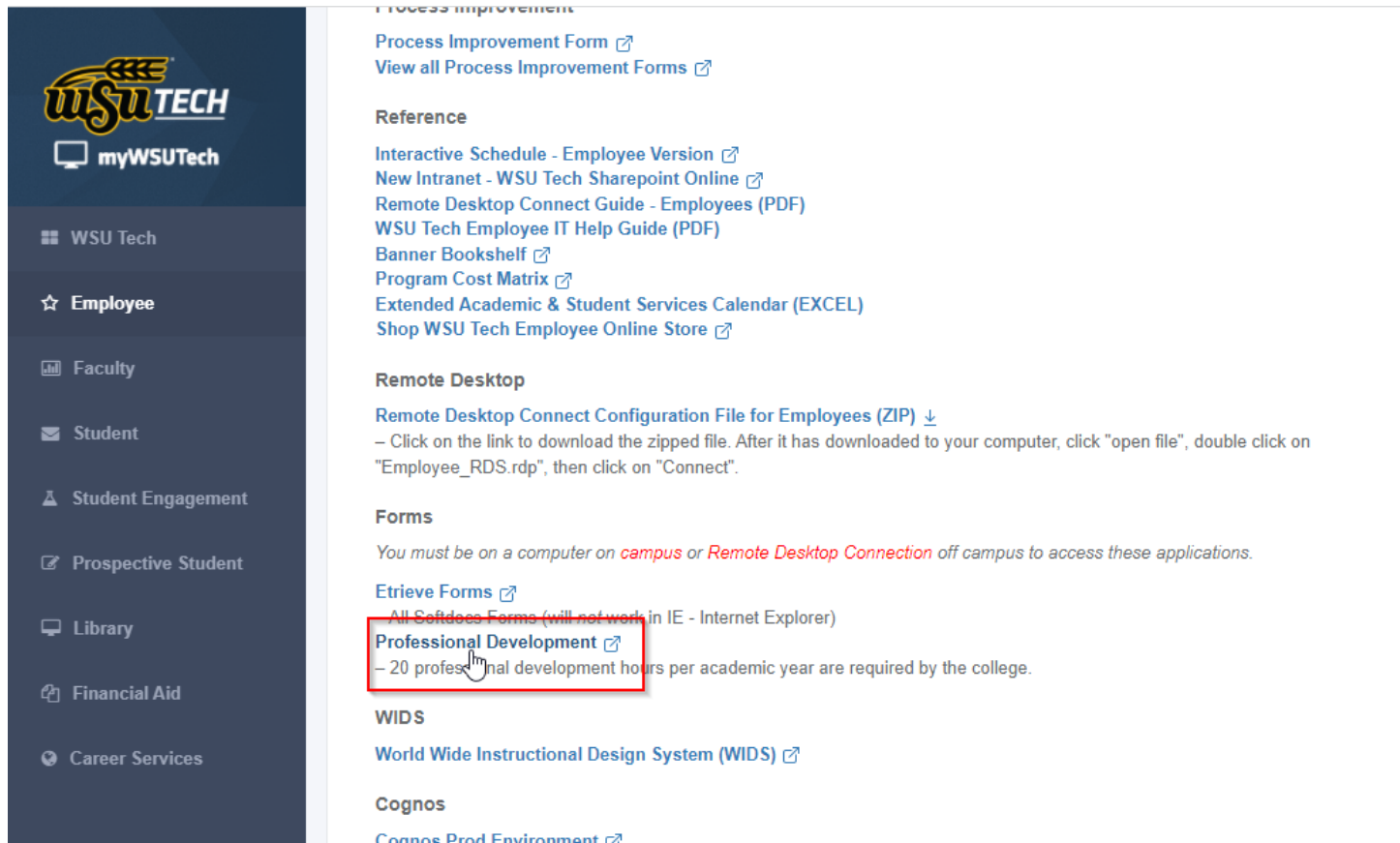


Submitting New Professional Development

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



4. Click on Submit New Professional Development.



Professional Development

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

Actions

[Submit New Professional Development](#)

[View Professional Development Training](#)

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*

Program

Role*

Divison*

Training Activity Information

Training Title*

Training Type*

Hours Earned*

From Date*

To Date*

Comments

Upload Documentation (jpeg, .jpg, .png, .pdf, .pptx, .docx)

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 [this link](#), 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](#)



Information

[Employee Directions for Submitting Professional Development](#)

[Supervisor Directions for Approving Professional Development](#)

- 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

- 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.

[Download CSV](#)

Name	Training Title	Status	Hours	Fiscal ...	Submitted	Training Type
Filter...	Filter...	- Select -	Filter...	Filter...	Filter...	- Select -
Noah Santry	Test - Iignore/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

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 Deactivate Form.

Professional Development ✕

Personal Information

Username: Full Name:

Role: Division: Program:

Training Activity Information

Training Title: Training Type:

Hours Earned: From Date: To Date:

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.

Professional Development ✕

Personal Information

Username: Full Name:

Role: Division: Program:

Training Activity Information

Training Title: Training Type:

Hours Earned: From Date: To Date:

Comments:

This submission has been Approved by szuckerman@wsutech.edu on 2020-06-11

Supervisor Comments:

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