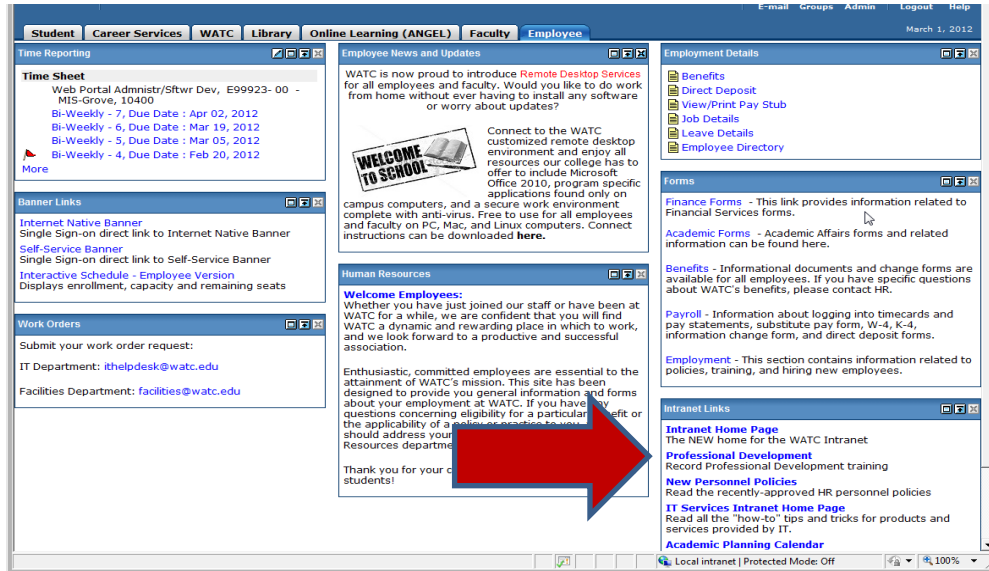


Professional Staff Development Activities allows WATC employees, staff and faculty to grow their knowledge base, stay current with best practices, and show that their expertise is meaningful in a rapidly transforming and ever-demanding marketplace. We ask that you record your experiences to demonstrate this knowledge.

1. Log into myWATC
2. Select the Employee Tab
3. Select HR Professional Development Record Keeping from the Intranet Links channel



How to add information about your own Professional Staff Development Activities: All fields marked with an asterisk (\*) are required.

- a. The 'User Name' will default to the current user
- b. In 'First Name' and 'Last Name' please enter as per your pay record.
- c. In the 'Course Title' box, please type the title of the course or training session.
- d. In 'Course Type, again, please select from the drop down.
- e. For 'Hours Earned', again, please select a number.
- f. For 'Course Dates' click the calendar to select the beginning date and ending date of the course.
- g. For 'Comments' you can use free text.
- h. If documentation is required, click to attach a file. There is a limit of 1 mb.
- i. You can record 2 training activities using this form. To add another activity, Click on the 'Add Additional Course Information' button. Fill in the additional fields.
- j. Click 'Submit'. You should have been returned to the Employee tab in myWATC.
- k. This information has now been recorded and has initiated a workflow process to your supervisor for approval (or rejection pending further clarification)
- l. You will receive notification via email of the process.

### My Training Records

---

**Information about yourself**

User Name	First Name	Last Name	Submission Date
spaul	*	*	3/1/2012

---

**Information about your recent training activity**

Course Title	*		
Course Type	Select... *	Hours Earned	*
Course Dates	From	To	
Comments			
Documentation	<input type="button" value="Click here to attach a file"/>		
<input checked="" type="checkbox"/> Add Additional Course Information			
<input type="button" value="Submit"/>			