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.

a. The 'Role' and 'Division' is required.

b. In the 'Training Title' box, please type the title of the course or training session.

c. In 'Training Type', again, please select from the drop down.

d. For 'Hours Earned', again, please select a number.

e. For 'Course Dates' click the calendar to select the beginning date and ending date of the course.

f. For 'Comments' you can use free text.

g. If documentation is required, click to attach a file. There is a limit of 1 mb. Also if you click on the calendar after you upload a file it will drop the file you uploaded.

h. Click 'Submit'. You should have been returned to the Employee tab in myWATC.

i. This information has now been recorded and has initiated a workflow process to your supervisor for approval (or rejection pending further clarification)

j. You will receive notification via email of the process as seen below.

Reply   Reply All   Forward   IM

Mon 12/1/2014 8:28 AM

Brady Randall

Supervisor Approval needed for Brady Randall's Prof Development on 2014-12-1

To   Brady Randall

Thank you for your first submission!

Your first submission is now waiting for approval.

To change the Professional Development Training Record please click the link.

Once your first submission has been approved or rejected by Cathie Barber, you should receive a second email confirming this.

Thank you!

If you have any further questions about the new Professional Development Application please either contact IT with a ticket to the IT help desk or contact HR.