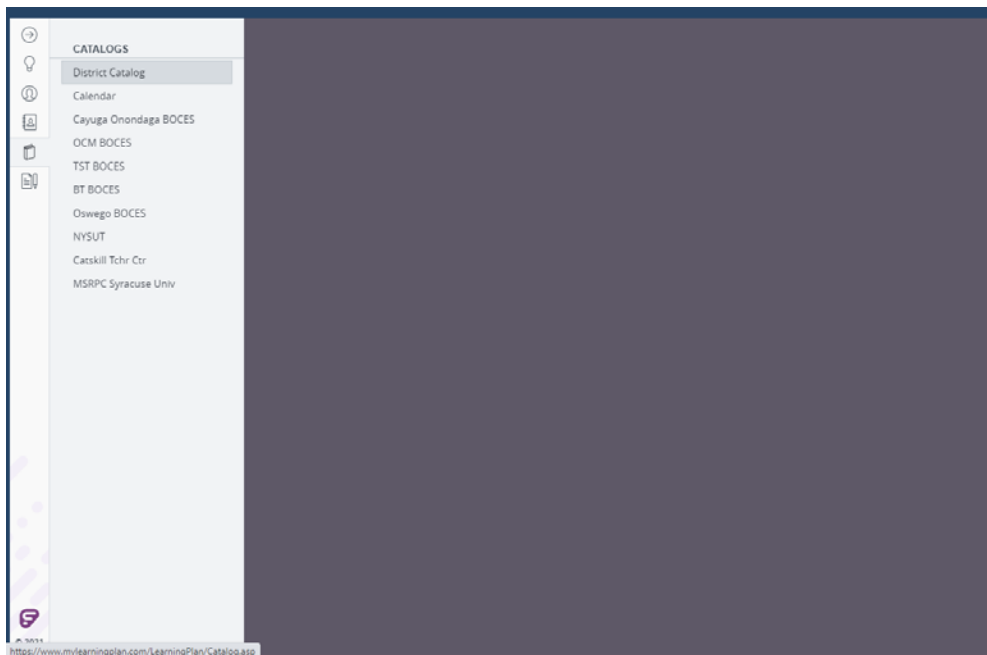


## *My Learning Plan sign up for professional Development*

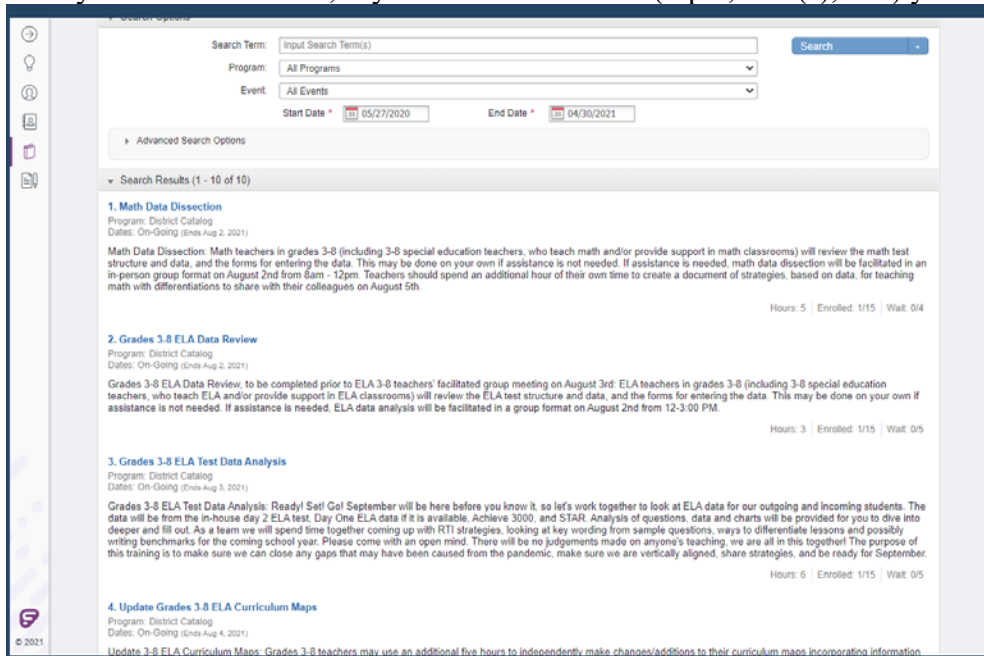


After you login, see the icons along the left hand side, the icon labeled 'Activity Catalogs' this is the one we are interested in, click on this icon.

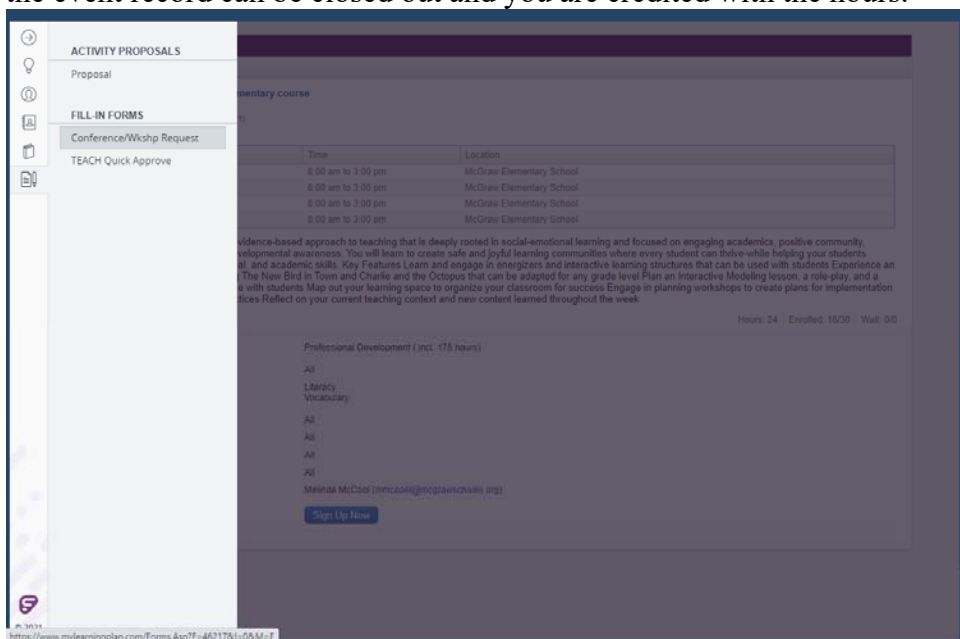


You will see a list of activity catalogs along the left hand side, if you are looking for a Boces training event, choose whichever Boces location is offering it. For our purposes, we will choose our own District Catalog.

Here you can do a search, if you know the criteria (topic, date(s), etc.) you are looking for.



Choose the event, and click on the 'Sign up now' button, it will enroll you in this activity; you will receive email notifications as it goes through the approval process. After you take the professional development training, please be sure to come back and fill out the evaluation part so the event record can be closed out and you are credited with the hours.



If the event you are looking to enroll in is not in any of the offered catalogs, please click on the 'Fill in forms- Conference/Workshop Request'

This form will need be filled out manually, please include as much information about the event as you can and be sure the required fields are populated (you won't be able to submit it until you do).