ACT 168 PROFESSIONAL ETHICS AND THE EDUCATOR DISCIPLINE ACT
Pennsylvania Department of Education Standards Aligned System (PDESAS)

The Standards Aligned System (SAS), developed by the Pennsylvania Department of Education (PDE), is a comprehensive, researched-based resource to improve student achievement. SAS identifies six elements that impact student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe and Supportive Schools. Schools and educators across Pennsylvania are supported in their efforts to implement SAS by the development of a state-of-the-art portal.

Act 126 Professional Ethics and the Educator Discipline Act

The course consists of four Modules, listed below, and requires a passing score on the Assessment to receive credit and Certificate. The total time required to complete the course is approximately three hours. All content must be viewed prior to taking the Assessment.
*Module 1: Overview of the Educator Discipline System (0:35)*
Module 2: Establishing and Maintaining Appropriate Boundaries (0:47)
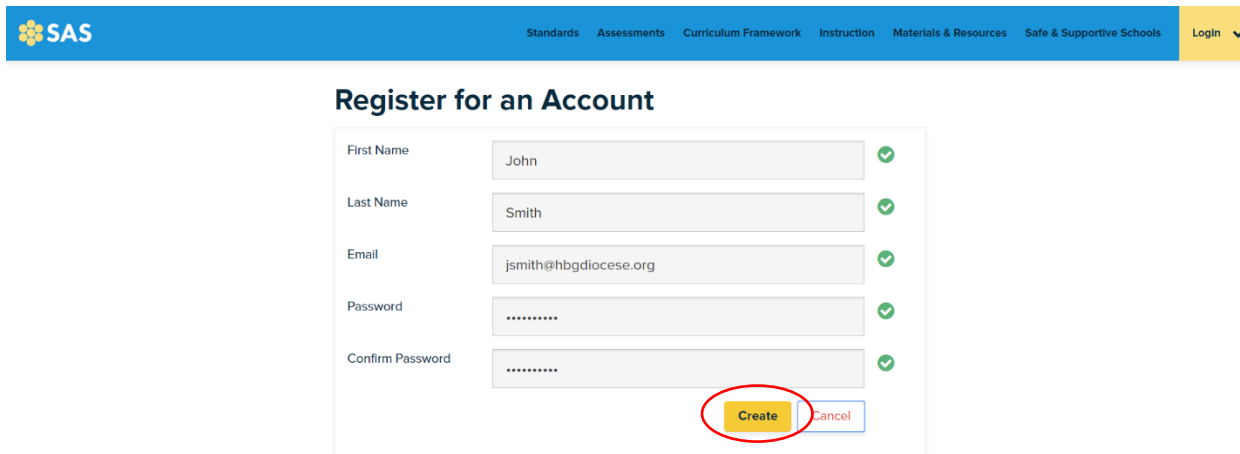*Module 3: Sexual Misconduct (1:24)*
Module 4: Protecting Students and Mandatory Reporting (0:20 Track A, 0:23 Track B, or 0:17 Track C)

For technical assistance, please contact 1-877-973-3727, helpdesk@pdeas.org or visit the SAS Portal HelpDesk.

1. Access: http://pdesas.org/

2. Select ***Register for an Account*** located at the top right of the navigation bar.
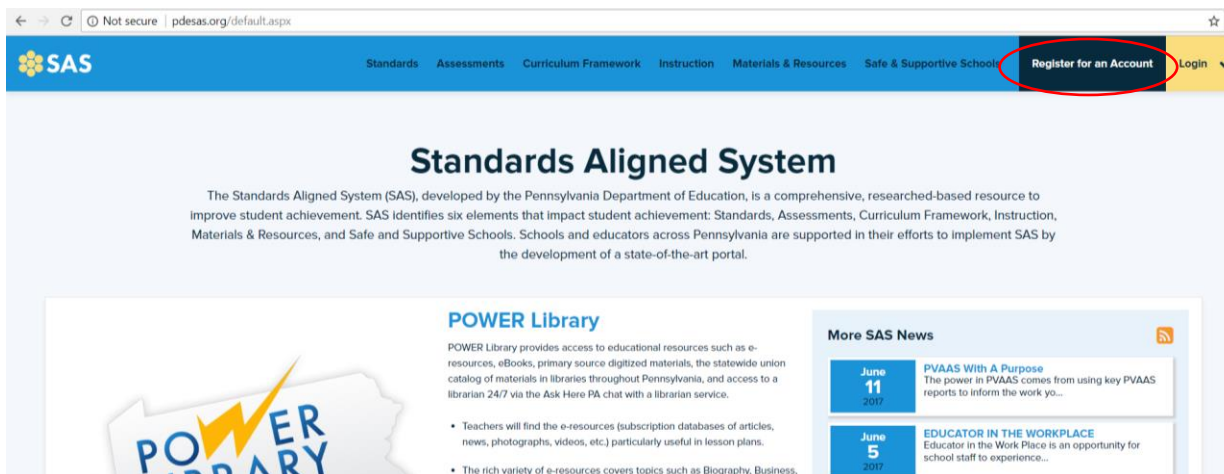
3. Enter **First Name**, **Last Name**, **Email Address and Password** to register for an account and select ***Create***.

4. After completing registration, the user will receive an email confirmation from **SAS Portal – Standards Aligned System** [do-not-reply@pdesas.org] verifying the user's registered **Username** and **Password** and providing more information on accessing additional tools for teaching.

From: <mark>SAS Portal - Standards Aligned System [do-not-reply@pdesas.org]</mark>
To: Smith, John, Diocesan Center, Harrisburg
Subject: SAS Account Registration

SAS Account Registration

Dear John Smith,

Welcome to the SAS Portal!

Using your own account, you can access the following tools for teaching in our registered environment:

- **ePortfolio** - a tool to organize and store all of your digital resources for curriculum and instruction providing anywhere/anytime access from home or school;
- **Teacher Website Builder** - a point and click website builder that easily allows teachers to create their own web pages to enhance communication between school and home;
- **Curriculum Mapping Tool** - assists teachers in accessing and using their district's specific curricula. This allows teachers to create personalized instructional maps based on their own methodological approach to instruction;
- **Assessment Builder** - allows teachers to create printable tests to help you gain a better understanding of your students' mastery of PA concepts and Academic Standards;
- **Content Publishing Tool** - allows teachers to become instructional leaders by creating and publishing their best work in the SAS Portal and hence to all other SAS Portal users;
- **Professional Learning Communities** - Communicate and collaborate with colleagues in online learning communities that are school-based, district-wide, or open to others across Pennsylvania;

To begin, please visit http://www.pdesas.org and login using the following information:

<mark>Username: jsmith
Password: Password#1</mark>
To help you get started with any of the tools, you can access a user manual in our help section after you login to your account. If you have any questions or need assistance, please Contact Us.
With Best Regards,
The SAS Portal Team

This email was sent from a notification only address and cannot receive incoming messages.

Thank you,
PDESAS.org

If you need any questions or concerns, **click here** to contact the SAS Portal Help Desk.

All communications from pdc.pdesas.org are sent from the email do-not-reply@pdesas.org. Please add this email address to your

5. Select *My SAS Tools* drop-down located at the top right of the navigation bar, under the user's name.

6. Select *PD Center* from the options which display from the drop-down.
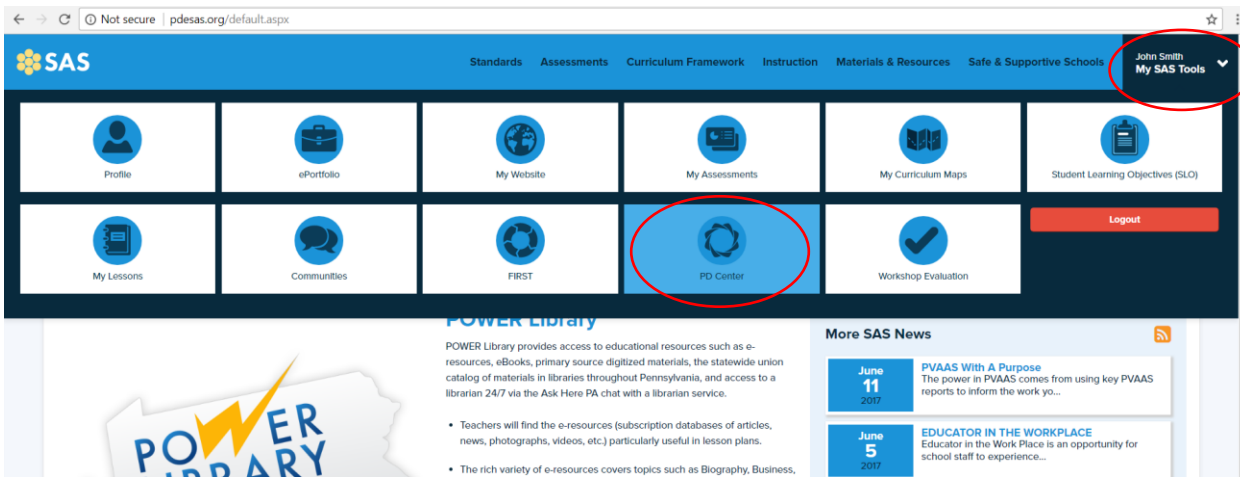
7. Enter registered **Email Address** and **Password** to login to the PD Center and select *Submit*.
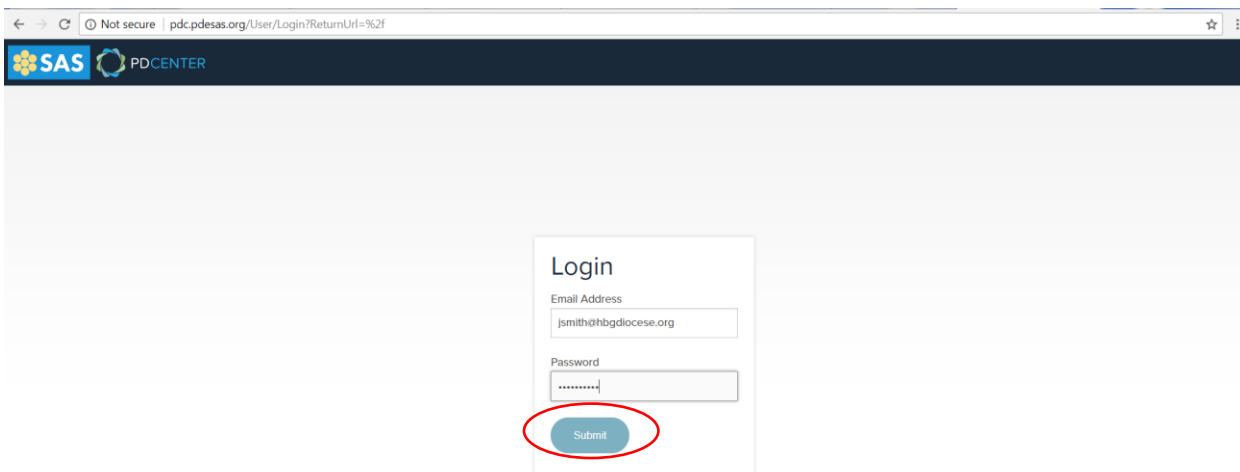
8. Select the *Menu* drop-down located at the top right of the navigation bar, to the right of the user's name.

9. Select *Course Catalog Registration* from the options which display from the drop-down.

    Please select the appropriate track based on employee/independent contractor classification.
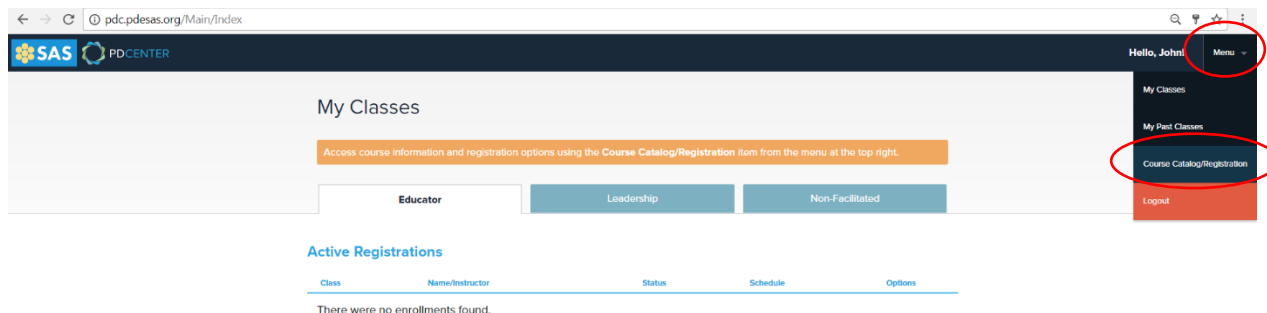
10. Select the **Non-Facilitated** tab to view the active Act 126 course descriptions.

11. Three (3) tracks for Professional Ethics and the Educator Discipline Act training will display:
    - (1) **Teacher Track**, (2) **Chief School Administrator Track** and (3) **Staff Member Track**
      NOTE: All school employees and independent contractors must complete the Professional Ethics and the Educator Discipline Act training. It is recommended that Principals/Presidents/Asst. Principals complete the Chief School Administrator Track, any employee with a Professional Personnel Identification Number (PPID) should complete the Teacher Track and all other school staff should complete the Staff Member Track.
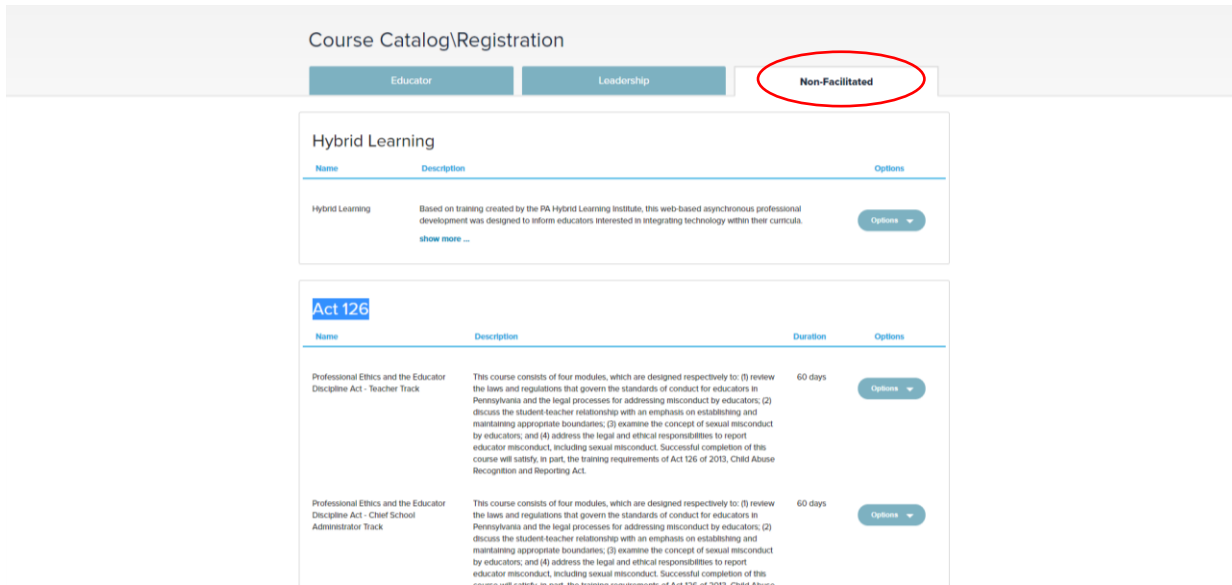
12. After determining the appropriate training track, select the **Options** drop-down located next to the applicable training track.

13. Select **Register** from the option which displays from the drop-down.
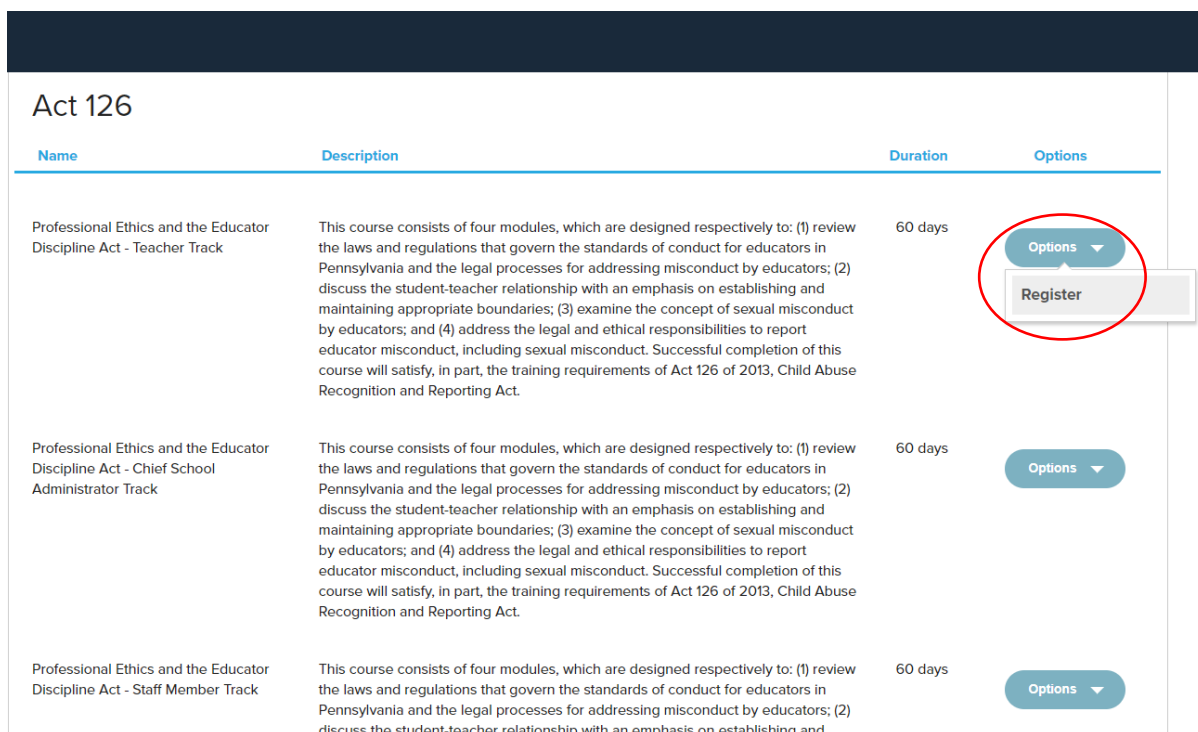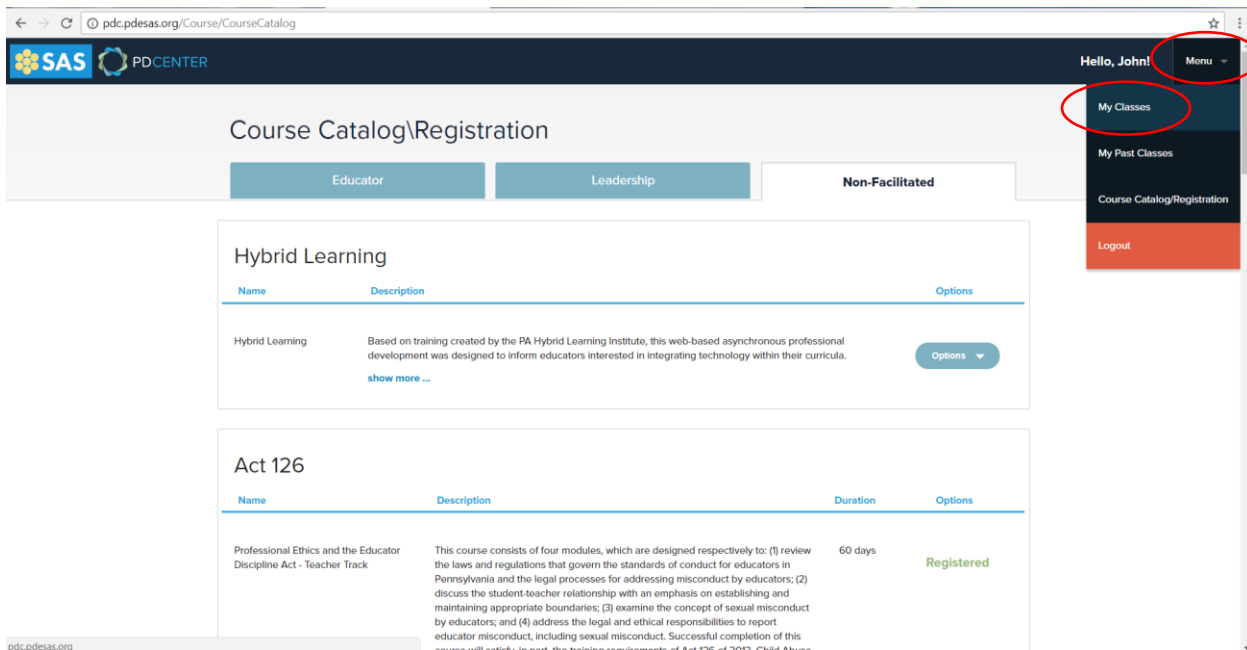
14. Select *Register* from the Course Registration information.

15. The user will receive an email confirmation from **SAS Portal – Standards Aligned System** [do-not-reply@pdesas.org] informing the user on 1) how to earn Act 48 credits, 2) the 60-day window to complete the course and 3) contact information for the SAS Portal Help Desk should the user need assistance.
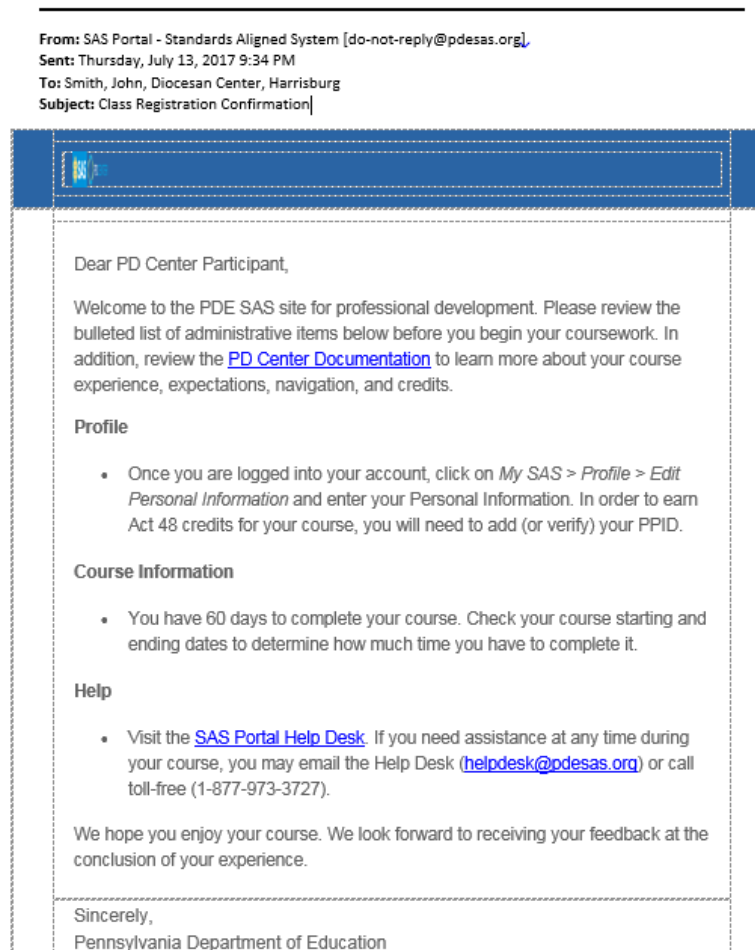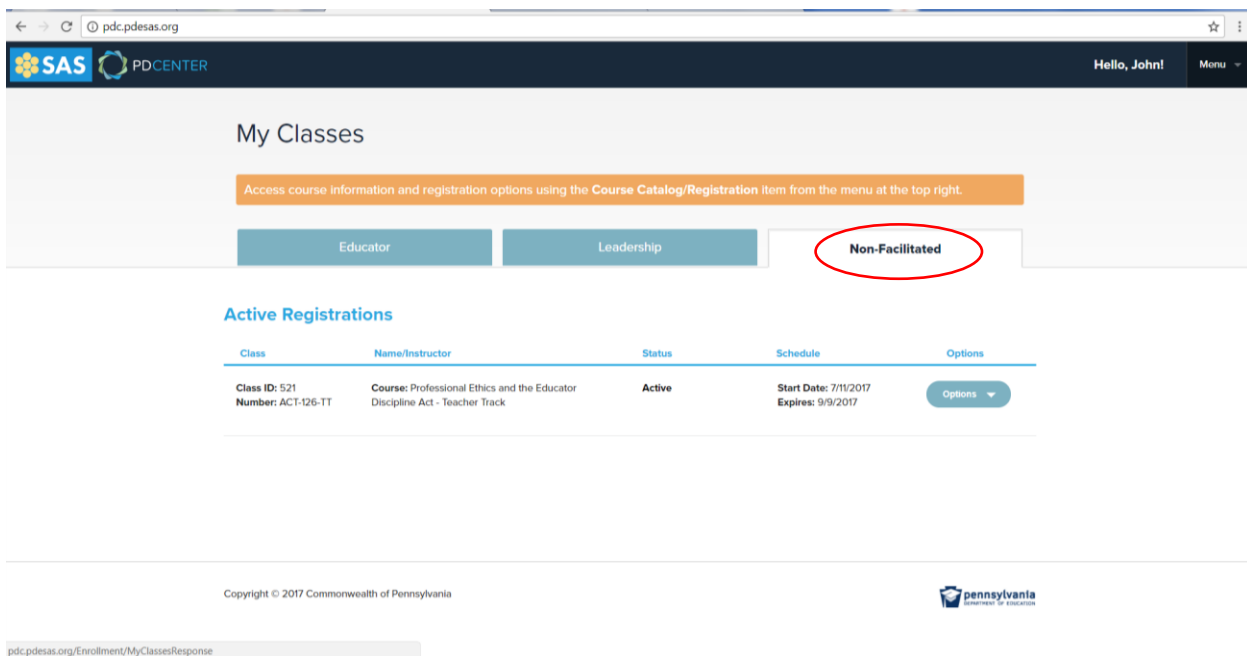
16. Select the **Menu** drop-down located at the top right of the navigation bar, to the right of the user's name.

17. Select **My Classes** from the options which display from the drop-down.

18. Select the **Non-Facilitated** tab to view the active Act 126 course registration.

19. Select the **Options** drop-down located next to the registered training track.

20. Select **Go to Classroom** from the option which displays from the drop-down.
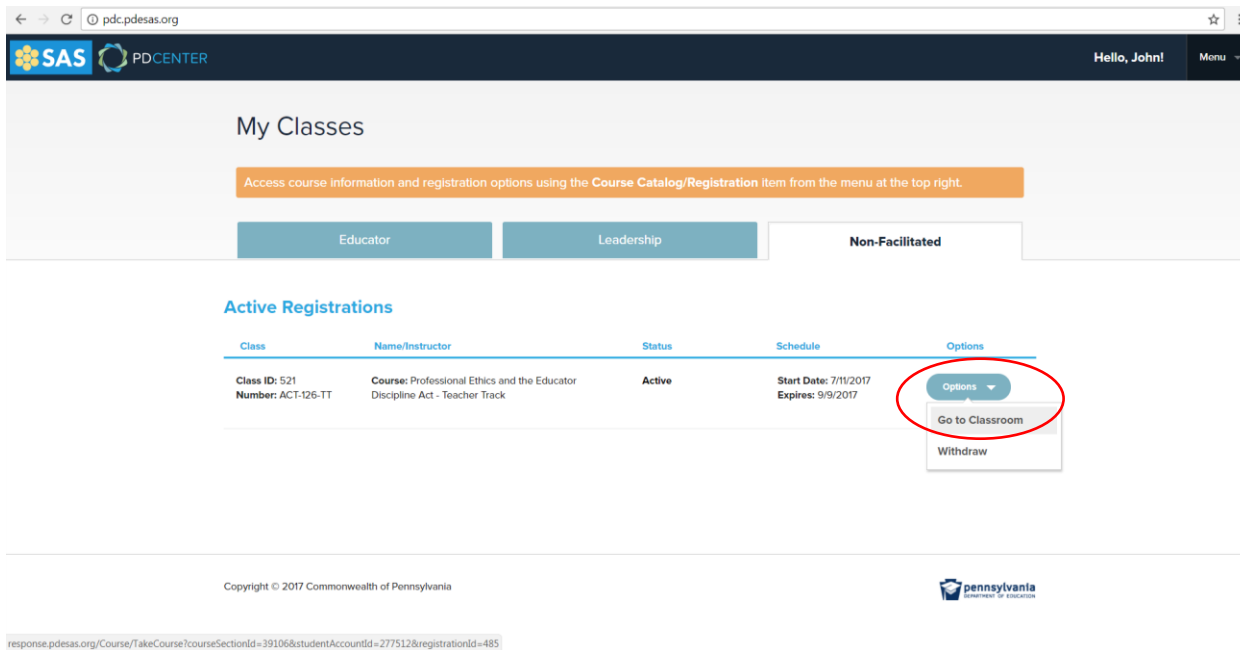
21. Begin the course by reading the Professional Ethics and the Educator Discipline Act introduction. The course is considered a three (3) hour continuing education credit course and consists of four (4) modules, requiring a passing score on the assessment to receive credit and a certificate. The course provides various resources throughout the track, including video content which is important to the course. All resources can be accessed again at the end of the course through a bibliography. To go through the course, simply select the "Next" buttons at the bottom of the page and within each module – these buttons will only become available after completing the entire module or slide within a module. Users can always move backwards and forwards through slides that have already been completed. It is recommended that the course be completed in a single viewing; however, the course may be paused and returned to at a later time. Users only have 60 days to complete the registered Act 126 course.
    NOTE: Progress within a training module will only be saved if the user continues on the same computer.

22. Upon successful completion of the assessment, select the **Menu** drop-down located at the top right of the navigation bar, to the right of the user's name and select **My Classes** from the option provided to return to the PD Center main page.
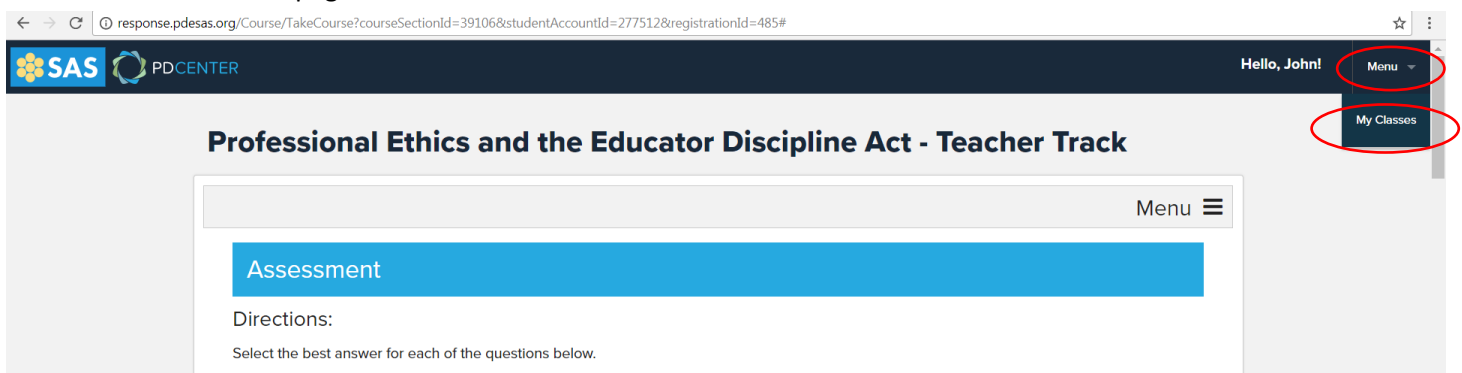
23. Select **Menu** again and then select **My Past Classes** from the options which display from the drop-down.

24. Select the **Options** drop-down located next to the completed training track.

25. Select **View Certificate** from the option which displays from the drop-down.

26. ***Download*** and/or ***Print*** ⬇ 🖨 the Act 126 Professional Ethics and Educator Discipline Act certificate.