



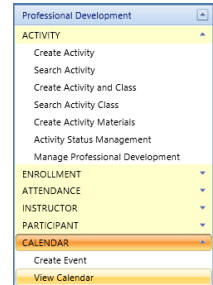
Following are the steps to set-up an in-district PD for approval in ProTraxx:

In-district PD Set-up in ProTraxx:

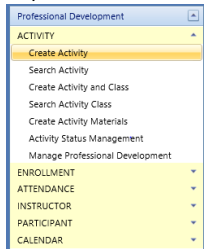
1. Log in to ProTraxx and select the “EzPD” Link on the top menu:



2. On the left hand side of the page, you will see the “Professional Development” menu. Please first view the calendar within the menu, which will expand this option. Select “View Calendar.” This will allow you to determine if your prospective PD does not fall on/around another planned PD.



3. If your PD does not have a conflict, select “Create Activity.”



4. To “Create Activity,” the following fields are required:
  - a. Activity Name
  - b. Activity Session Type
  - c. Total Contact Hours (total hours of PD minus lunch break, if any)
  - d. Max # Awards
  - e. Min # Awards (same as Max # of awards)
  - f. Online Description
  - g. Objective

Upon completing these fields, scroll to the bottom and select “Save and Continue to Create Activity Class.”

**Save and Continue to Create Activity Class**

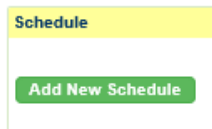
5. Complete the Activity Details:
  - a. Subject Area(s)
  - b. Activity Topic
  - c. Year code
  - d. Target Audience
  - e. Maximum Attendance
  - f. Choose whether you will allow online enrollment (if no, uncheck box then you will create your own enrollment after approval)

**Allow Online Enrollment?**

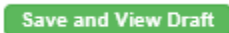
(Allow people to enroll from MyEztraxx)

- g. Auto approve enrollments? Check the box
- h. Enroll after the start date of the class? – Check NO
- i. Award Options: Awards automatically issued? – Check this box
- j. Type of Awards: HOURS

- k. Choose Schedule. Provide the date/start time/end time/location (remember to complete the room reservation request through School Dude)/Room/Instructor. If you are participating in the PD, please do not choose yourself as the instructor. If you are the instructor, do not list yourself as a participant.



- l. Select Save and View Draft



6. Once Completed, you will be guided to another page to “Submit for Approval.” This PD is now forwarded to HR who will look through to make sure you have all the correct information.

**3). SUBMIT THIS FORM FOR APPROVAL**

You should notice that enrollment and other options are crossed off; these will be opened up after HR approves the PD.



7. You will receive an email from Protraxx that you have sent a PD for approval.

**Following are the steps to obtain your attendance sheets for a PD in ProTraxx:**

Attendance Sheet Set-up in ProTraxx:

1. After the PD has been approved through HR (you will get an email indicating that the activity has been approved), you will need to log back into Protraxx. Please go back to “EzPD” Link on the top menu:

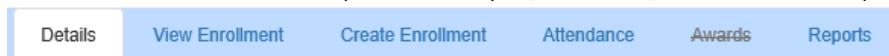


2. On your main dashboard, you will see different options for various PDs that are in the process. Select “My Opened Activity Classes”

	Title
<a href="#">VIEW</a>	MY APPROVED ACTIVITY CLASSES
<a href="#">VIEW</a>	MY OPENED ACTIVITY CLASSES
<a href="#">VIEW</a>	MY CLOSED ACTIVITY CLASSES

Your PD that you sent for approval should now appear; select your PD.

3. The next screen will look very familiar to you; however, the enrollment options are now available to you.



Select “Create Enrollment.”

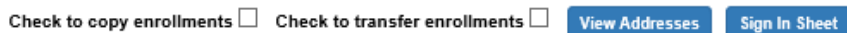
4. To create your enrollment, you can search for your teachers using the dropdowns provided. After selecting various attributes (e.g., district location, title, or grade), select “Search Existing Participants,” which will then provide a list of teachers/staff members.



Select the appropriate staff members and select “Enroll.”



5. After you enroll the staff members, you will need to print off the sign-in sheet. The next screen takes you to the “View Enrollment” page. On the left-hand side of the screen, select the “Sign-In Sheet” icon.



6. On the next screen, select the “Open the Sign-in” sheet and print off.
7. **After the completion of the PD, interoffice mail the completed sign-in sheet to HR so they can record the attendance and award the hours.** This will allow HR to close the PD within Protraxx.