

# Professional Development Calendar Manual

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**Pennsylvania  
Early Learning**



*Keys to  
Professional  
Development*

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# The Professional Development Calendar

## Introduction

The professional development calendar system is located on the PA Early Learning Keys To Quality Website at [www.pakeys.org](http://www.pakeys.org). All of the features discussed in this tutorial are found in the INTRANET ZONE. The first step for anyone wanting to access these features is to log into the Intranet Zone.

### For Practitioners

The professional development calendar offers practitioners a central location to locate and register for professional development events. Practitioners can also update their personal and employment information recorded in the professional development calendar system and view their professional development histories.

Future features for practitioners include an online application process for the PA Keys to Professional Development Refund Voucher program with the ability to track the status of their voucher and online ordering of professional development materials.

### For Instructors & Professional Development Organizations

The professional development calendar system is used by professional development instructors and organizations to award Department of Public Welfare (DPW) credit hours to their participants. This system provides a free web based database management system for instructors and organizations to advertise their professional development events, create and maintain online attendance records and print event specific forms including sign in sheets, evaluation forms and certificates of attendance.

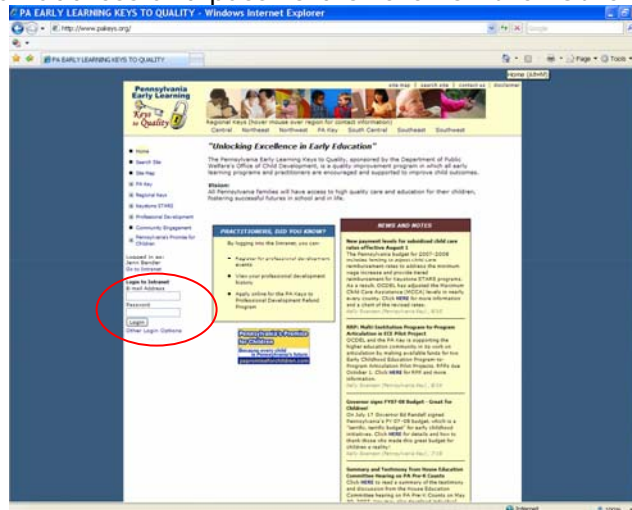
### The Intranet Zone: Levels of Access

The Intranet Zone is a secure section of the PA Keys to Early Learning Website. By logging into the Intranet Zone, the system is able to identify who is using it and what features they have access to. The following chart identifies the basic levels of access.

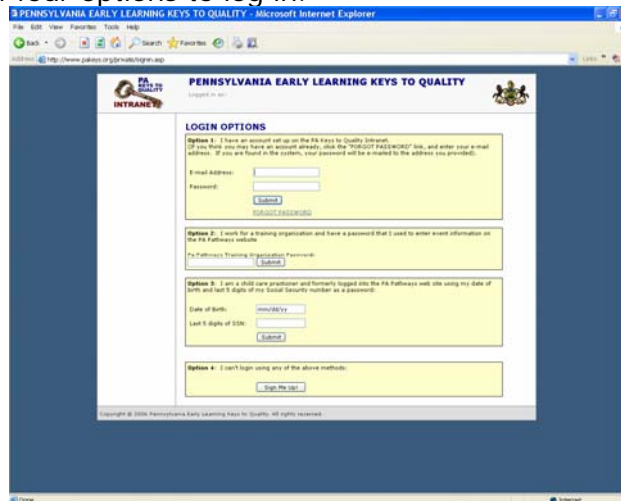
	Register Self	Update Personal Info	View PD History	Register Others	Add/Manage Events	Update Organization Info
Practitioners	X	X	X			
Instructors	X	X	X	X	X	
Organizations	X	X	X	X	X	X

# First Step: Logging In

1. From the PA Keys to Quality public web site (<http://www.pakeys.org>), if you already have a log in, enter your email address and password or click on the “Other Login Options”



2. You can choose one of four options to log in.



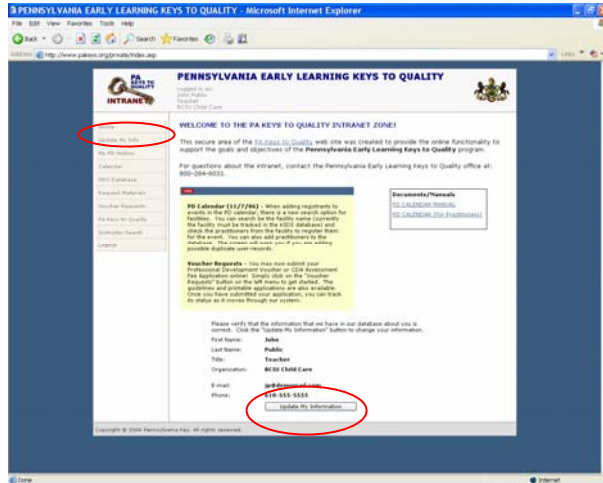
**Option 1:** If you are an instructor or work with a professional development organization you may already have a user record with your email address in the system. To verify this and/or to use Option 1 as your primary method of login, click on the “FORGOT PASSWORD” link, enter your e-mail address, and the system will send your password to you. If you are told by the system that your password was e-mailed to the address provided and you do NOT receive the e-mail, please check with your e-mail administrator to make sure that it was not “blocked” as possible spam.

**Option 2:** If you work with a professional development organization with an organization password used on the PA Pathways website you can use that password to log in with this option.

**Option 3:** If you are a child care practitioner who has attended previous events and received DPW credit hours, use this option and log in with your birth date and the last five digits of your social security number.

**Option 4:** If you are unable to use any of the other options use this option and create a new user record. You must have an email address to log in. If you do not currently have an email address, you can create one through one of the many free email services such as Yahoo.com or Hotmail.com.

- Once you are logged in, you can update your own information (including your password) by clicking the "Update My Info" link.



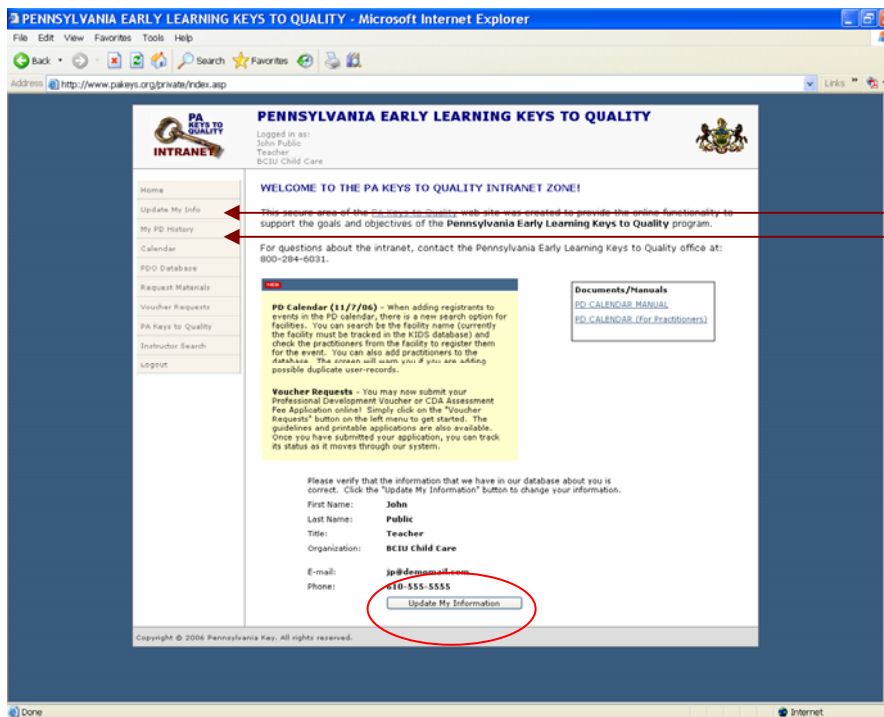
# Registering for an Event

The Pennsylvania Early Learning Keys to Professional Development website allows practitioners to register themselves for events on the website calendar.

You must be logged into the Intranet Zone to use this feature.

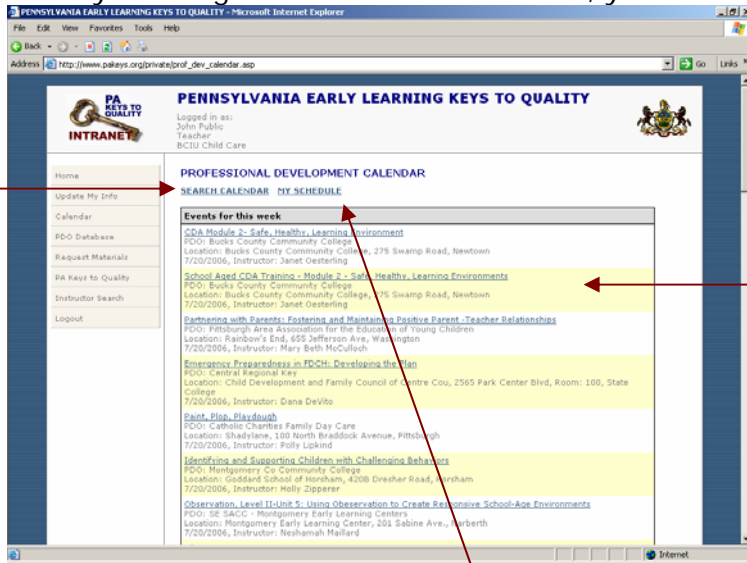
- From the [www.pakeys.org](http://www.pakeys.org) homepage, click on the "Intranet Zone" menu item.
- Navigate to the "login options" page.
- Follow the instructions on the page to login to the system

Once you are logged in, please take a moment to make sure your profile is complete by clicking on the "Update My Info" button and completing as much information about yourself as you can.



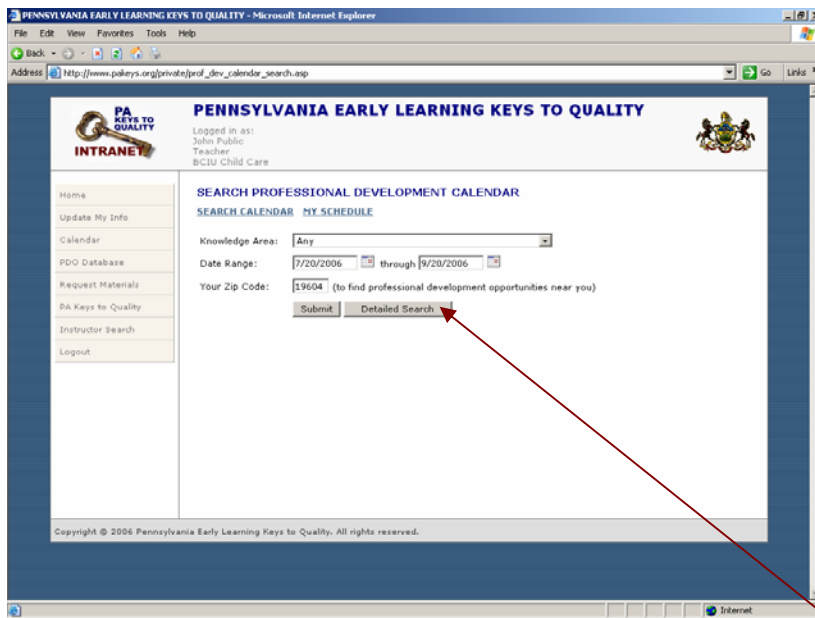
You can access the calendar to search for Professional Development opportunities by clicking on the "Calendar" button on the menu on the left side of the screen.

When you first go into the calendar section, you will see a list of this week's events.



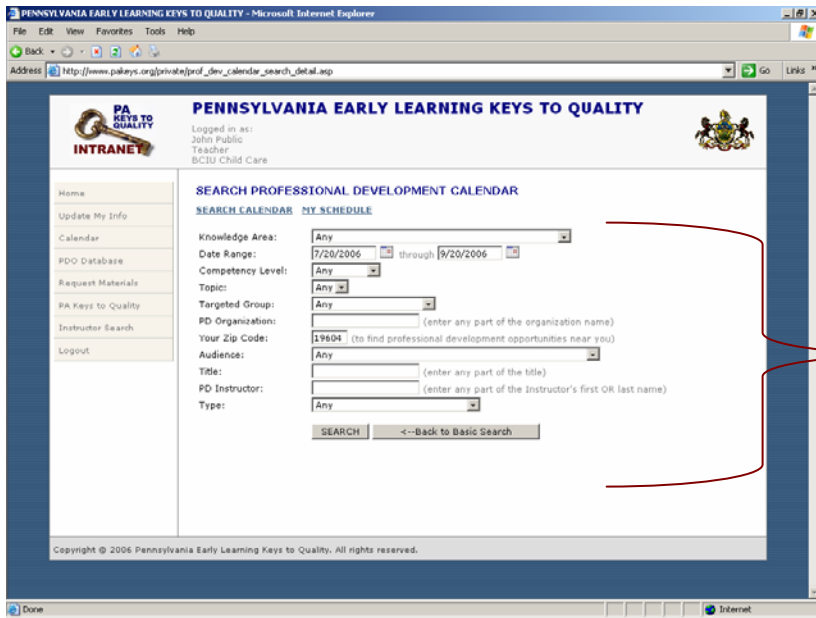
There will also be a link called "MY SCHEDULE". This will give you a listing of all of the upcoming events for which you are registered. If you are an instructor, it will also include upcoming events for which you are the instructor.

To search the calendar for professional development opportunities, click the "SEARCH CALENDAR" link at the top of the page.



The basic search form will allow you to search for events in a specific Knowledge Area, date range and proximity (by zip code). Enter your search criteria and click the "Submit" button for list of matching events.

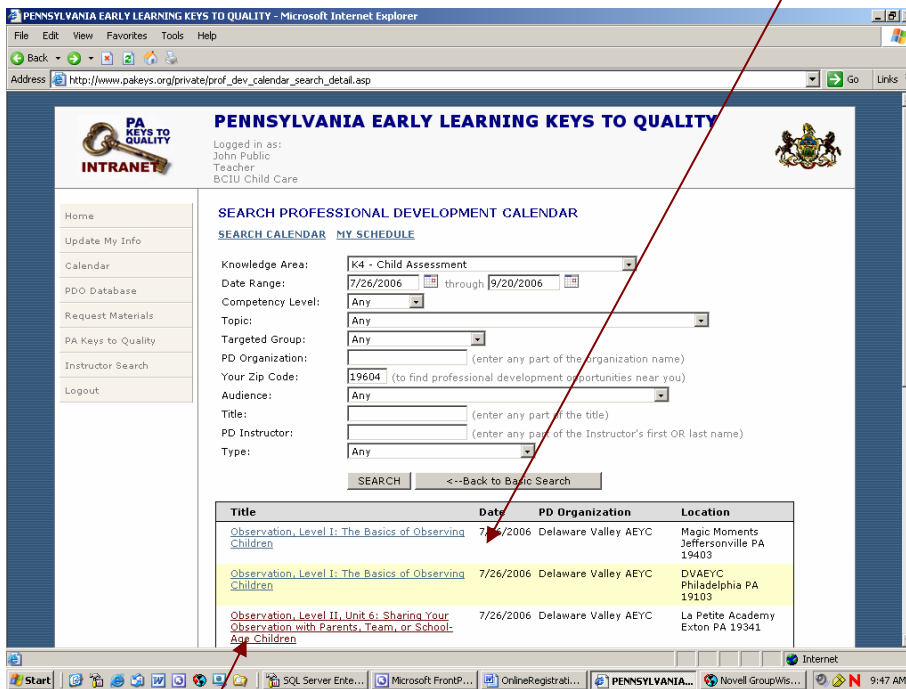
For more dynamic search capabilities, click on the "Detailed Search" button.



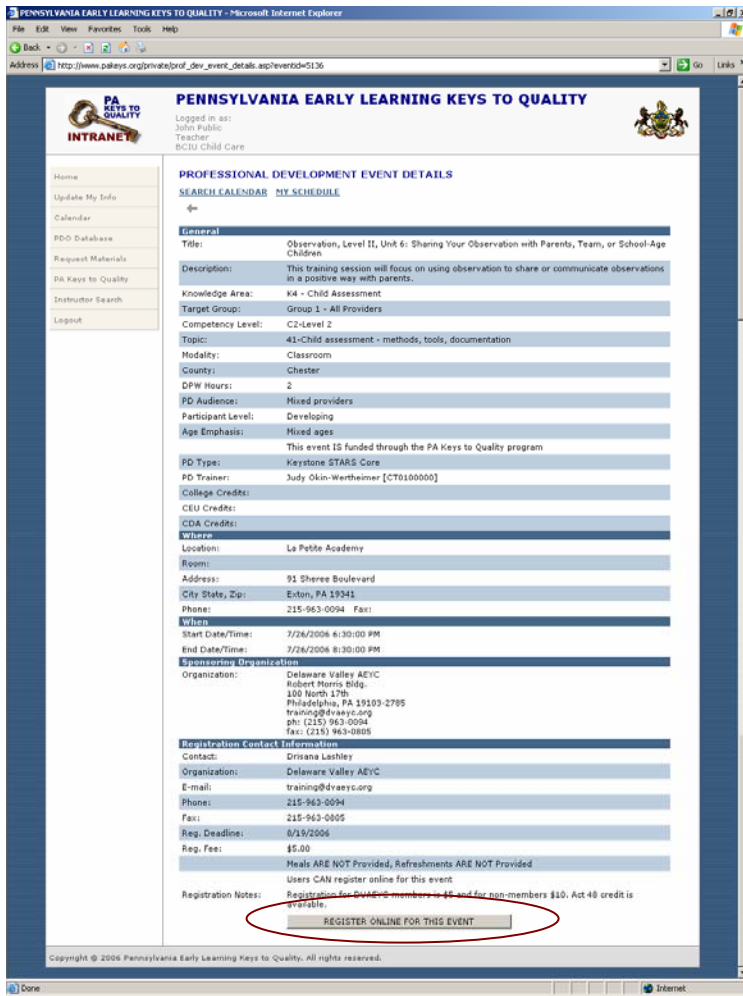
Search Criteria

As you can see, the detailed search form has many more options for locating events in the calendar.

Either search form will bring up a list of matching events.



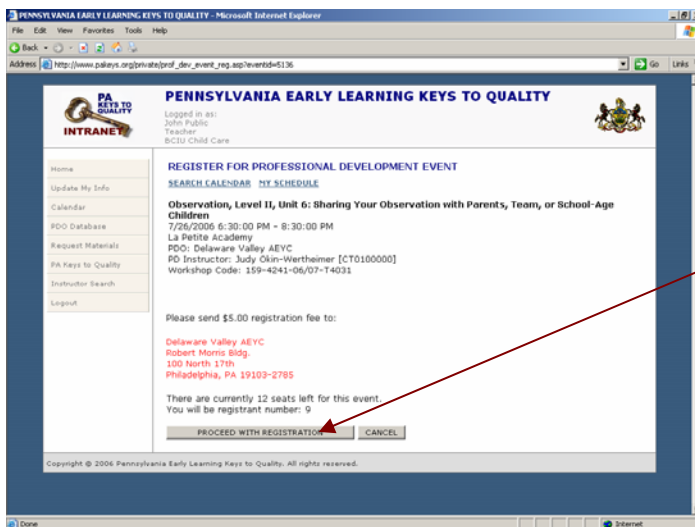
Click on the title to view the event details.



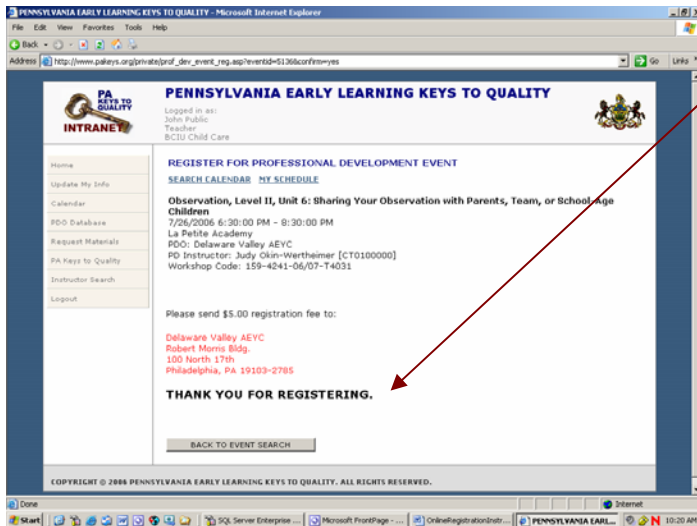
If the event facilitator used the “allow online registration” option AND the current date is before the registration deadline, a “Register Online button will appear at the bottom of the screen.

If you are already registered for this event, a “Cancel My Registration” button will be displayed.

When you click on the “REGISTER ONLINE FOR THIS EVENT”, you will be taken to a pre-registration page that will give you further instructions as well as let you know whether or not the event is full. If the event is full, you may still register, but you will be put on a waiting list.

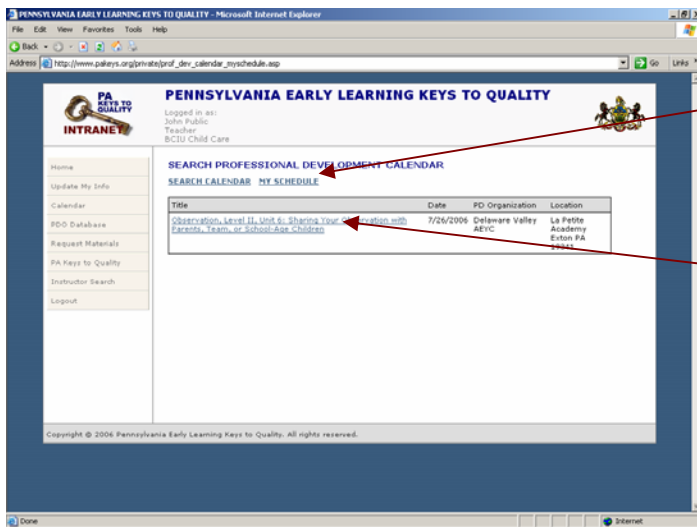


To proceed with the registration, click on the “PROCEED WITH REGISTRATION” button.



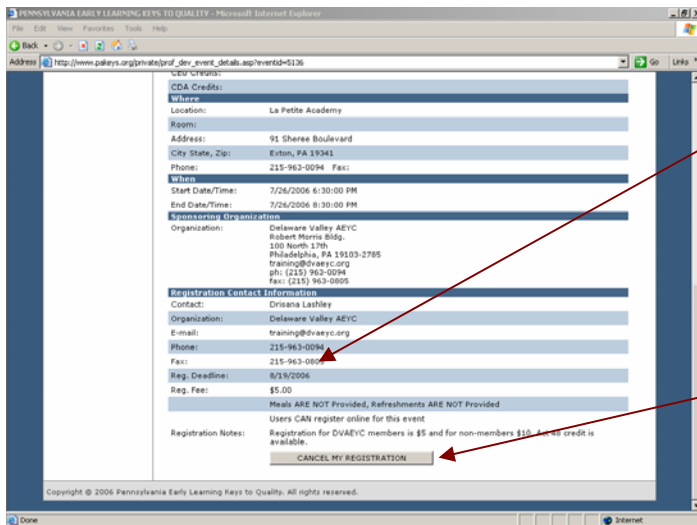
You will see the “THANK YOU FOR REGISTERING” note letting you know that you are registered for the event.

Please keep in mind that if there is a registration fee, your registration process is not complete until payment is made.



If you click on the “MY SCHEDULE” link, you will see that the event for which you just registered is listed for you.

To cancel your registration, click on the event title to go to the event details screen.



YOU CAN ONLY CANCEL YOUR OWN REGISTRATION UP TO THE REGISTRATION DEADLINE DATE. AFTER THAT DATE, YOU MUST NOTIFY THE “REGISTRATION CONTACT” DIRECTLY.

If the current date is prior to the registration deadline, you will see the “CANCEL MY REGISTRATION” button.

This will remove you from the attendee list.