K12 PD Tracker Instructions

We are excited to introduce you to our platform for managing LPDC processes, K-12 Professional Development Tracker (K-12 PD Tracker). To gain access to our K-12 PD Tracking software, please follow these instructions:

1. **Request Access to K-12 PD Tracker.** Email Bill Lauson to request access to the software. Once your account request has been approved, your account will be created.

   Your username is your ESC email address.
   Your initial passwordis: MCESC-K12Pd2024!

2. **Change your password.** You will find the Password Change Utility tool on your profile page which you can access through the Profile tab at the top of your homepage

3. If you are transferring hours from another LPDC, please complete the Leaving an LPDC form and submit it to Bill Lauson. If you think the number you see needs to be corrected, please contact Bill Lauson.

Once you have set up your account, you can do the following:

1. **Create a new IPDP**. click on the IPDP tab on the left side of your home page and then select "Add IPDP". In the "Relevant License" window, you should see the current license you are working on renewing. If you have more than one license, you should see all of them using the dropdown arrow on the righthand side. The dates for your IPDP will automatically be set to match the dates of your license. You should *change the effective date to the date you submit the IPDP.* In the "Select your Standard" window, use the dropdown arrow on the right side to select a relevant standard. If you don't see the standards for your position, please contact the LPDC committee. After selecting the standard, write a corresponding goal and then click on the green "+" box on the right to add at least two more goals in the same way. Click the "Save" button at the bottom to complete the process.

2. **Submit Professional Development requests**. click on the PD Request tab on the left side of your home page. Choose "Add PD Request" and follow the prompts. The "Sponsoring Agency" refers to the organization making the PD available (i.e. The State Board of Organization, the University of Dayton, etc.) If you have a certificate of completion already, upload it using the tool at the bottom of the page. If you do not have a document showing you completed the activity, you can simply upload this when you get it and then let me know you've done so. Click the "Save" button at the bottom to complete the process.

3. You can access the Quickstart Guide for detailed directions on navigating the site.