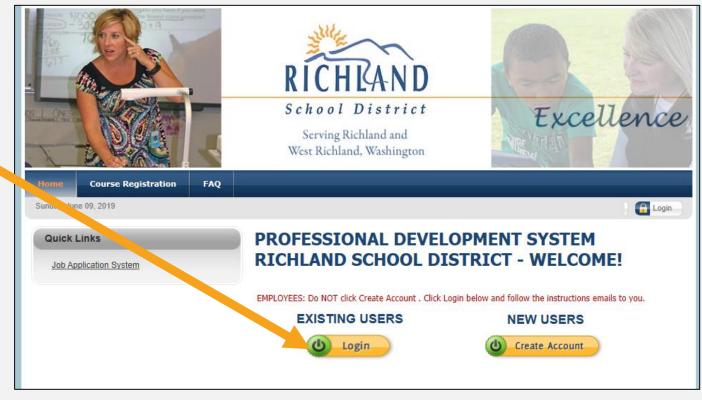
# EMPLOYEES ACTIVATING AN ACCOUNT ON THE PROFESSIONAL DEVELOPMENT PORTAL

Review these instructions and complete these activities PRIOR to July 1. If you encounter any difficulties contact TLC by email to prodev@rsd.edu

# USE THE LINK BELOW TO ACCESS THE SYSTEM AND LOGIN

 https://richlandprodev.hrmplus. net

 CLICK THE LOGIN BUTTON (Do NOT click Create Account)



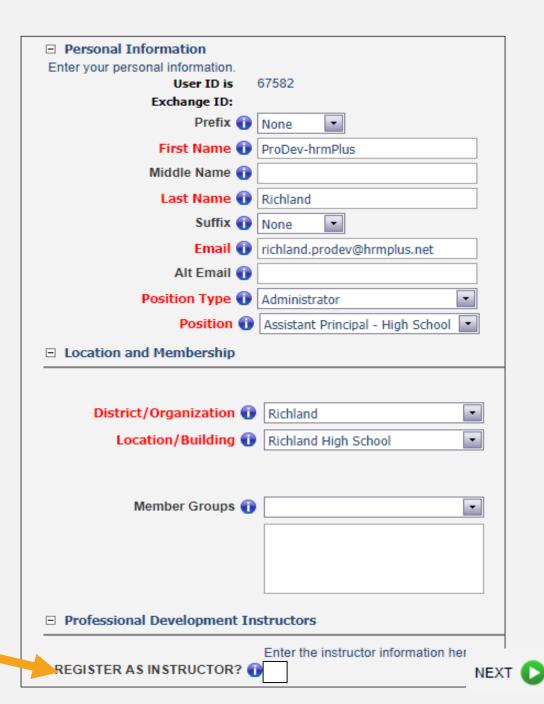
## THIS SYSTEM USES THE SAME EMAIL ADDRESS & PASSWORD USED ON THE RICHLAND JOB APPLICATION SYSTEM.

- Enter your email address (the same one you use with the Job Application System).
- Enter your password OR click Send Password Link
- The system will send your password to your email account.
- Retrieve that password and log in with your email address and password. Click LOGIN
- Do NOT go back and Create an Account. If you have issues, contact us for assistance.



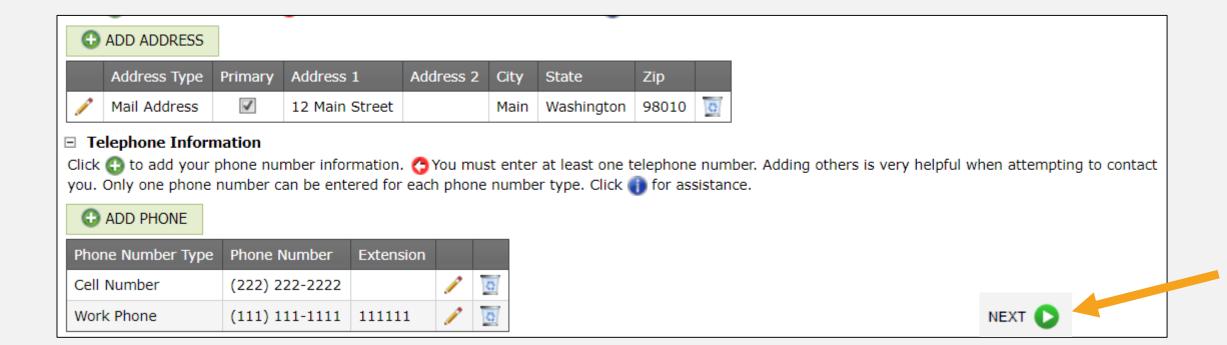
## MY RECORDS

- Once logged in the system should take you to My Records, Personal Info where you will see a page like the example shown here. If not, click on My Records at the top of the page.
- Check your information. If it is not correct, contact HR for an update.
- Do not select anything in the Member Groups box.
- Do NOT click the REGISTER AS INSTRUCTOR check box at the bottom.
- Click the NEXT button on the bottom right side of the page.



#### CONTACT INFO

- Check your address and telephone information. If your information is incorrect, contact HR to update your information.
- Click Next at the bottom of the page.



### **ACTIVATE!**

#### Click the ACTIVATE ACCOUNT button.

You are done and ready to use the system. You can go to COURSE REGISTRATION and register for courses and/or view your information in MY RECORDS.

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**New Users:** The first time through you are prompted to complete each page. All fields marked with 💍 are required. Click the 🕒 at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

**UPDATES:** After you complete My Records the first time, you can return at any time to view your data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructors (if applicable) and Reports. Click on a tab to view your information. Only the district can change your name, position and/or address/phone information. Click the following link to submit that change request: **ADDRESS/PHONE/NAME CHANGE FORM** 

**□** Profile is Complete. Click the button below to continue to Course Registration.

This screen is confirming that you have completed the Profile activity. You may now proceed to Course Registration.

You may return to My Records at any time by selecting that item from the menu. In My Records you will be able to edit your personal and contact information; and you will now be able to view a record of your course registrations and obtain reports from the system.

