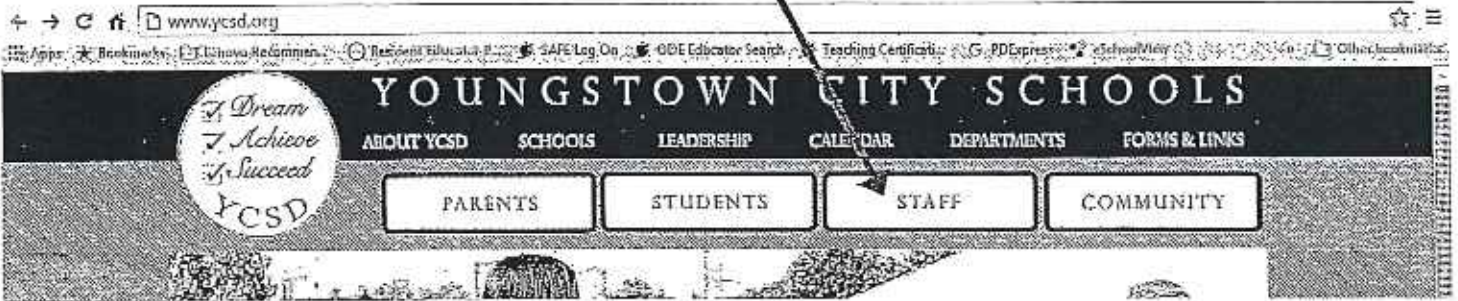


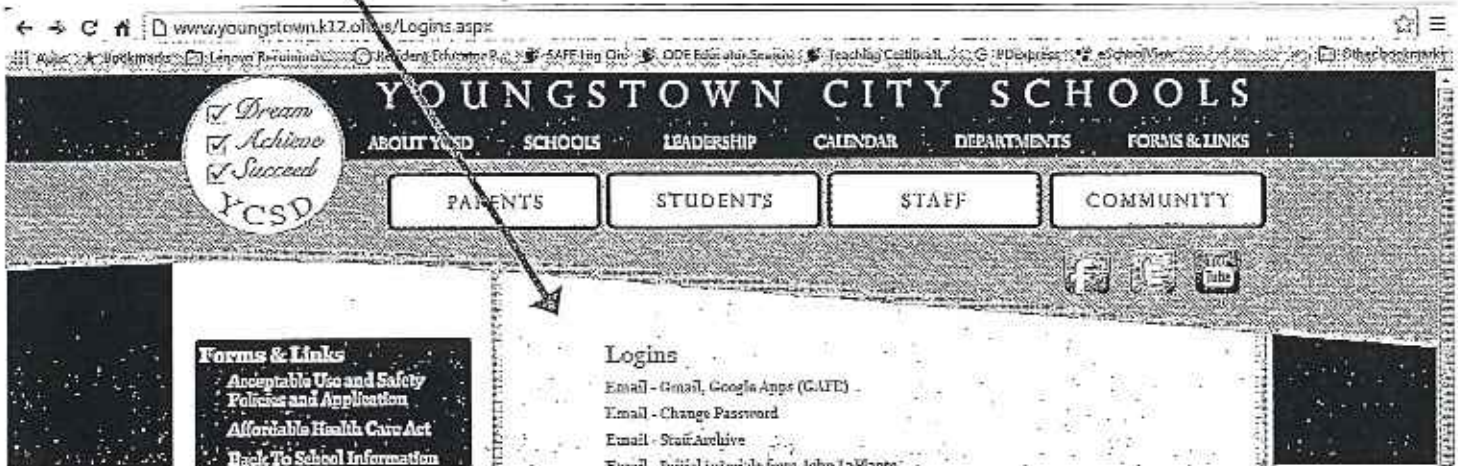
PDEExpress Information

To Access PDEExpress:

Go to District Website (www.ycsd.org) > Select "Staff" tab > In drop down box, select "Logins"
NOTE: PDEExpress is "Live" - it can be accessed from anywhere using an internet connection.

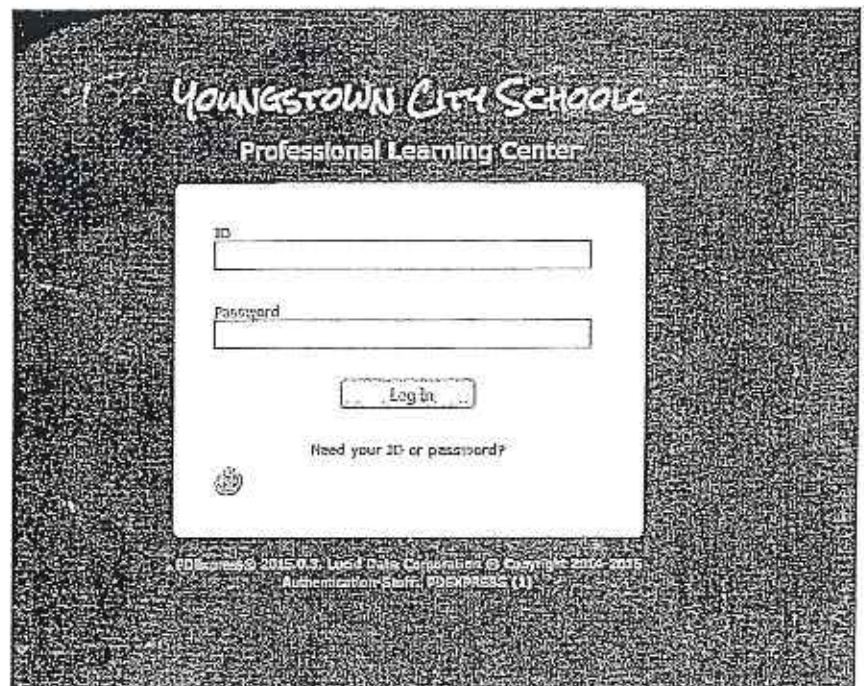


Once you select "Logins," a new page will appear. Scroll down the Login List and select "PDEExpress"



The PDEExpress Login Screen will now appear. You have been issued a User ID and Password for PDEExpress- you would enter this information at this time.

If you have not received a User ID/ Password or you are having difficulty logging on, please contact Patty Lyden at I. Ward Bldg. 330.744.6907



This is the PDExpress Home Page.

PDExpress houses Educator's IPDPs (Individual Professional Development Plans) necessary for guiding your professional development needed to renew your educator's license every 5 years. (Resident Educator's do not need an IPDP– their completion of the RE Program is all that's required to transition to a 5 yr Professional License.

- To create a new plan, select "Create Plan" tab.
- To continue working on a saved plan or view past and current Pre-Approved IPDPs, select "My Information" along top bar > In drop down box, select "Plans."

Title	Status	Sessions	Start Date	Time	Location
12-13 - RESIDENT EDUCATOR PROGRAM - YOUNGSTOWN CITY SCHOOLS	Enrolled	0			
09 - Marzano Training 3 - McRel (Bunn and Bickmore Teachers)	Enrolled	3	05/15/2010	05:00 PM	Burn Elementary School -TRA
09 - PD-09May - Bunn OIP and PD Planning	Enrolled	1	05/13/2010	05:00 PM	Burn Elementary School - Cafeteria

To Create a Plan (IPDP):

- Select "Create Plan" tab; a new plan will open.
- Select current school year
- Select "Use a form"
- Select appropriate template for either Administrator or Teacher (plans have different standards)
- You must enter a description. For example, "for license expiring 2019."
- Select "next" tab to proceed.

Create a new Plan

Select a school year:
2015

Do you want to:
 Use a form Copy a previously-written Plan

Choose one of the following:
 15/16e Principal/Administrator IPDP - Youngstown City Schools (10004)
 15/16e Teacher IPDP - Youngstown City School District (10002)

Enter a description:
for license expiring June 30, 2019

Next >

Plan

School Year: 2015
Status: New
Chronology: Created: 9/13/2015 9:46:22 AM
Approval History: This Plan has not been submitted for review.
Description: for license expiring June 30, 2019

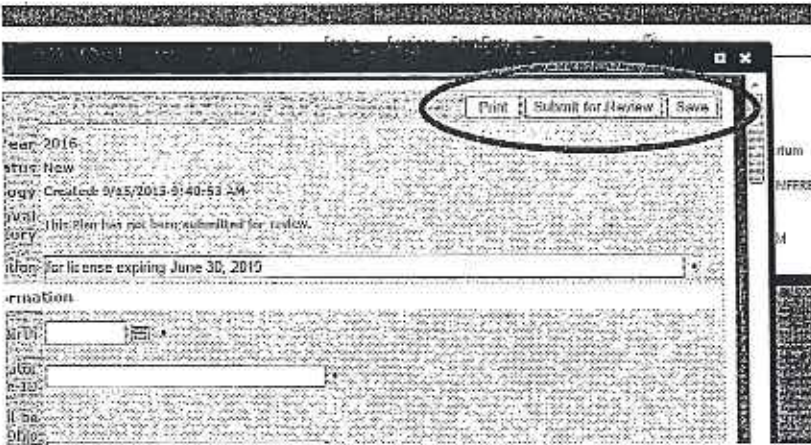
License Information

Date of Birth: []
Ohio Educator License ID: []
Plan will be effective for Ohio Educators License expiring on June 30, 2019

Print | Submit for Review | Save

Continue thru each section of the plan. When you reach the Goals/ Standards Section – you can write 1 goal, 2 goals, or all– These goals need to align with your Professional Growth Plan in eTypes. See LPDC Folder for help with writing SMART Goals.

Note: Professional Development will only be approved for a license renewal if taken after IPDP has been Pre-Approved for each license cycle.



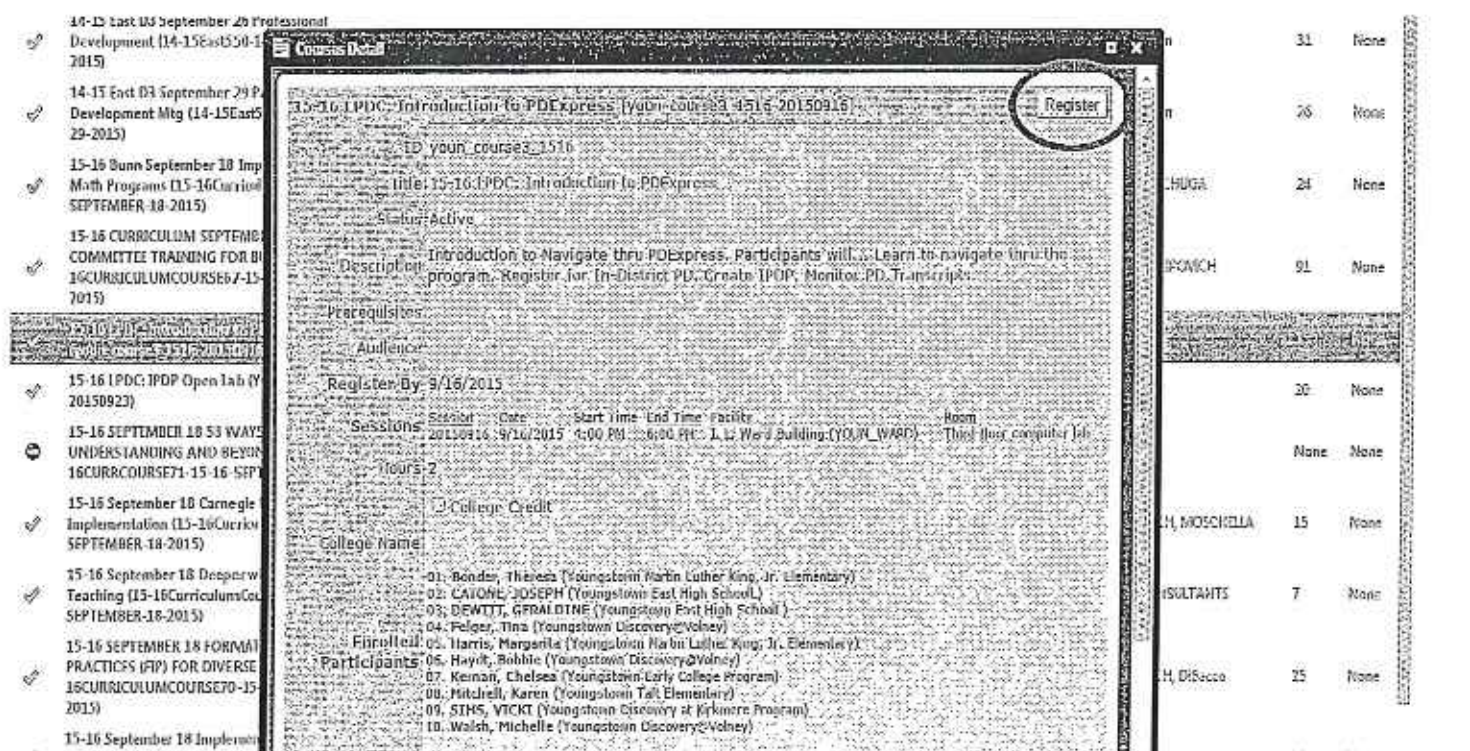
- **Print**– print a copy for your records.
- **Submit for Review**– when plan is ready for LPDC to review/pre-approve. It will be submitted electronically. LPDC will provide a written review– either pre-approving or denying plan– along with further information on how to proceed.
- **Save your plan**– if you are still working on it and it's not ready to submit for review.

To Register for In-District Professional Development

Select "In-District PD" > In drop down box, select "In-District PD" > You can then view the District's Course Catalog

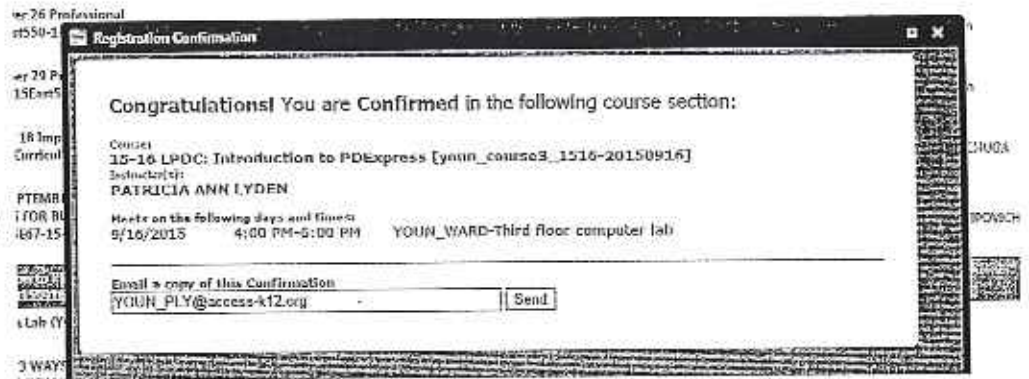


Scroll down thru courses. The courses may flow over onto additional pages. Select the course for which you are registering. A box will appear with the selected course, including course description, date, time, location, enrolled participants, etc. Select "Register." If the course is closed, you sometimes can enroll on a waiting list– you would then be notified via district email if/when you are registered should presenter increase enrollment or a registered participant drops out.



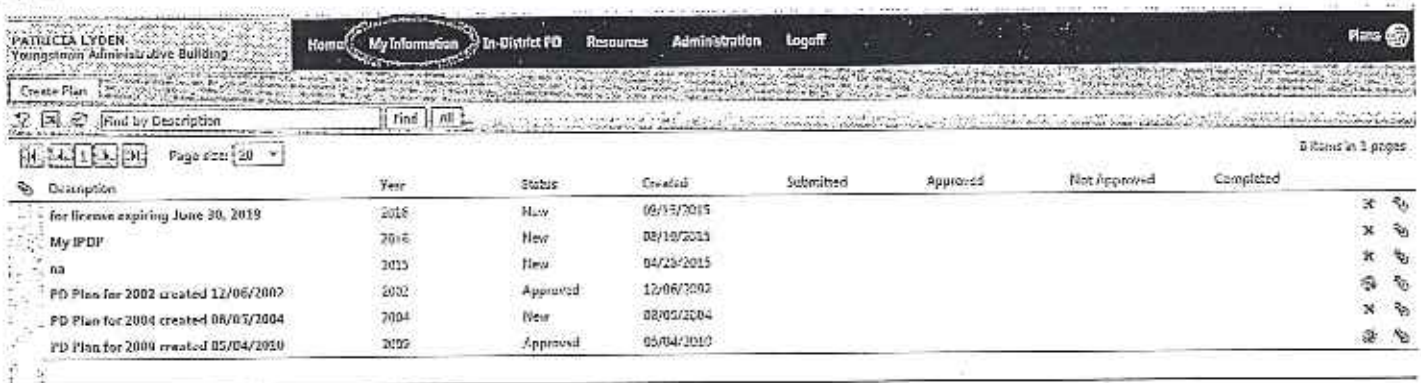
After you select "Register," you will be given an option to be sent a Confirmation Email. Select "Send."

Note: If the email is incorrect or not listed, please contact: *Patty Lyden*-330.744.6907.



Locating Your IPDP:

IPDPs can be found by going to "My Information" > In drop down box, select "Plans." All created plans are stored in this location. "New" Plans have been created but not yet submitted. "Submitted" Plans are awaiting LPDC review. "Approved" Plans have been Pre-Approved by LPDC.



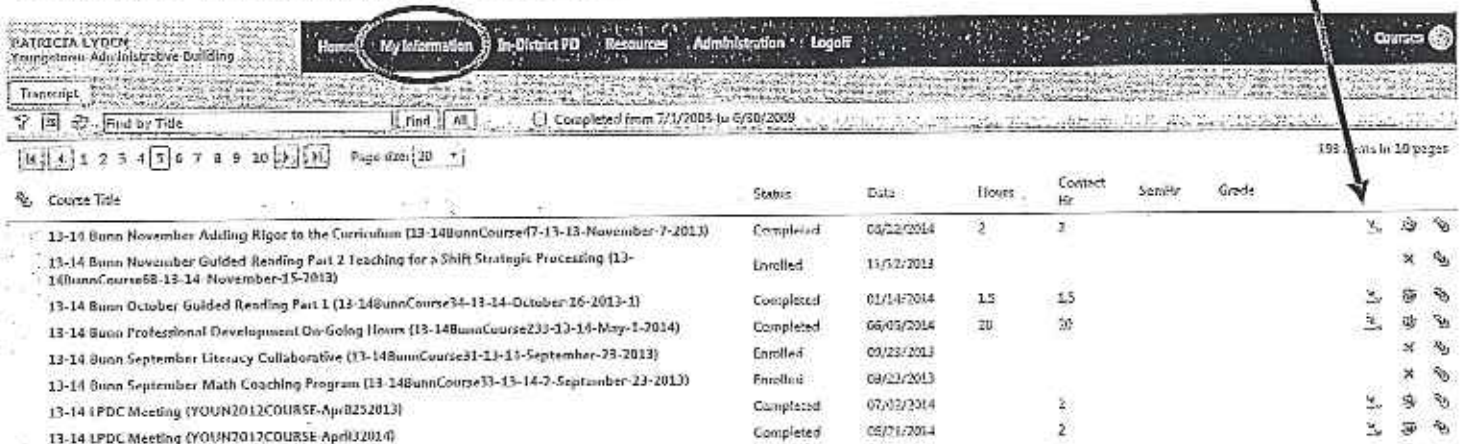
Locating Your Professional Development:

PDEExpress warehouses all of your In-District Professional Development. To locate enrolled/completed PD, go to "My Information" > select "In-District PD." The screen below will appear.

Printing PD Certificates/Contact Hours:

You have the ability to print out your PD Certificates from this screen. Select the "Diploma" icon to the far right of the Course Title.

Note: Certificates are not available online prior to May, 2013. Certificates were printed and distributed to the educator upon completion. Educator's are responsible for maintaining these certificates. We cannot reissue these hours.





When you select the "Diploma" icon, the certificate will open. The certificate can be printed using the "Printer" icon. You will need to print these certificates for license renewal purposes.

Also needed for license renewal- "Reflection Questions" answered for each course. These can be found on the LPDC page of the District's Website.

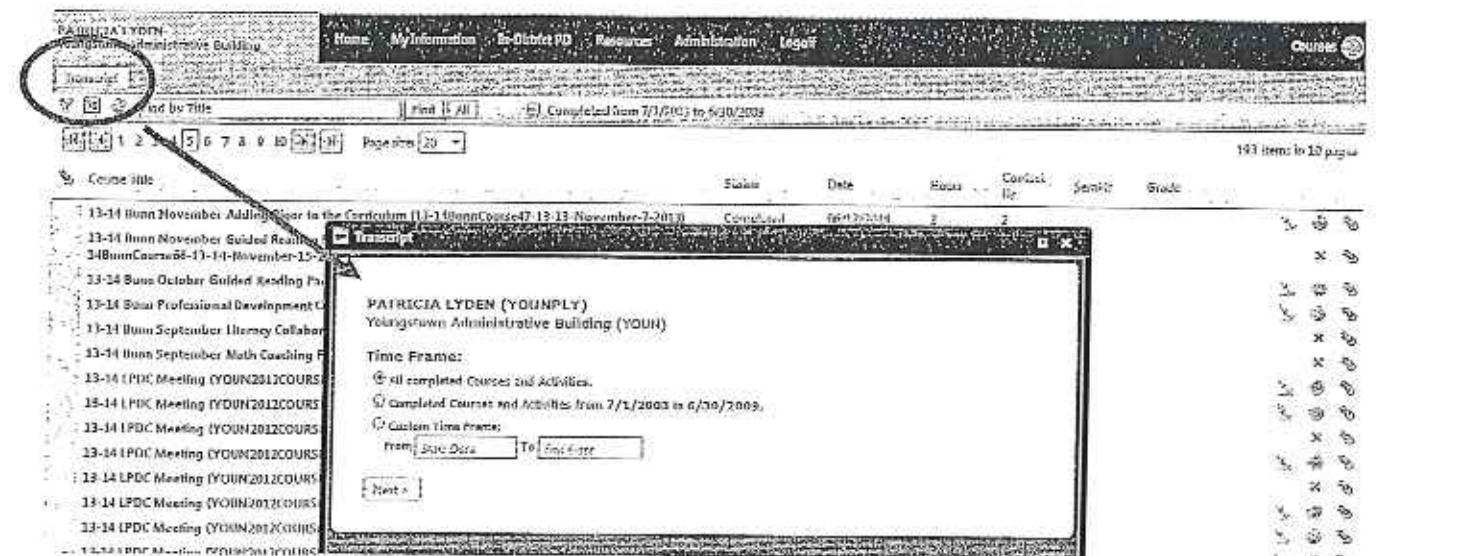
Deleting a Course:

If you registered for a course and want to delete it for some reason- Select "My Information" > Select "In-District PD" > Scroll down to course you want to delete > Select **red X**, answer prompt in pop-up box. You will then be removed from the course.



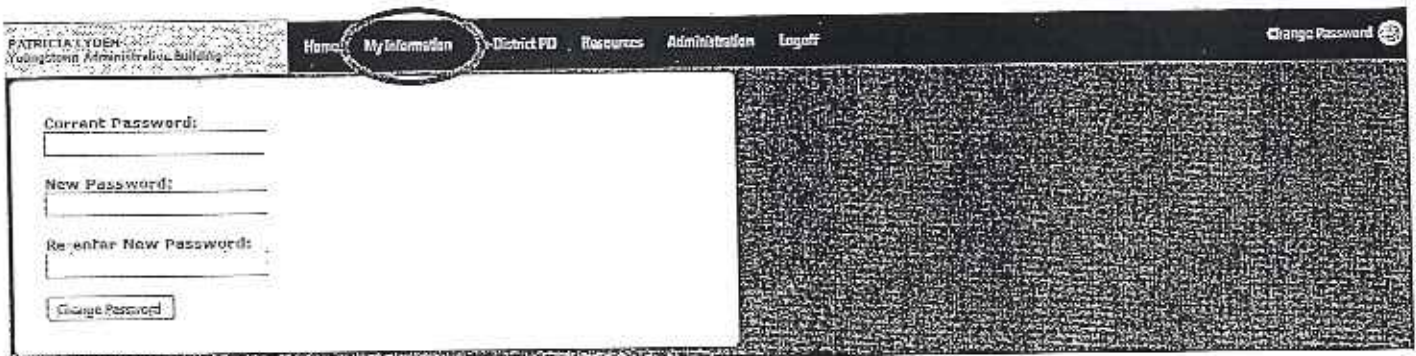
Transcript of Completed PD:

You can print out a transcript of your completed courses by selecting "Transcript" on your home screen.



Changing Password:

Select "My Information" > In drop down box, select "Password"



The screenshot shows a web portal interface. At the top left, it says "PATRICIA LYDEN, Youngstown Administrative Building". The navigation menu includes "Home", "My Information" (circled in red), "District PD", "Resources", "Administration", and "Logout". On the right, there is a "Change Password" link with a user icon. The main content area is a white box with the following fields: "Current Password:" with a text input field, "New Password:" with a text input field, "Re-enter New Password:" with a text input field, and a "Change Password" button. The background of the page is a dark, textured pattern.

Contact Info:

Mary Carter, YCSD Human Resources Dept.

East High School – Room 126

330 744 8844 p

330 744 3657 f

Mary.Carter@Youngstown.K12.Oh.Us