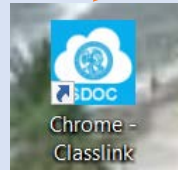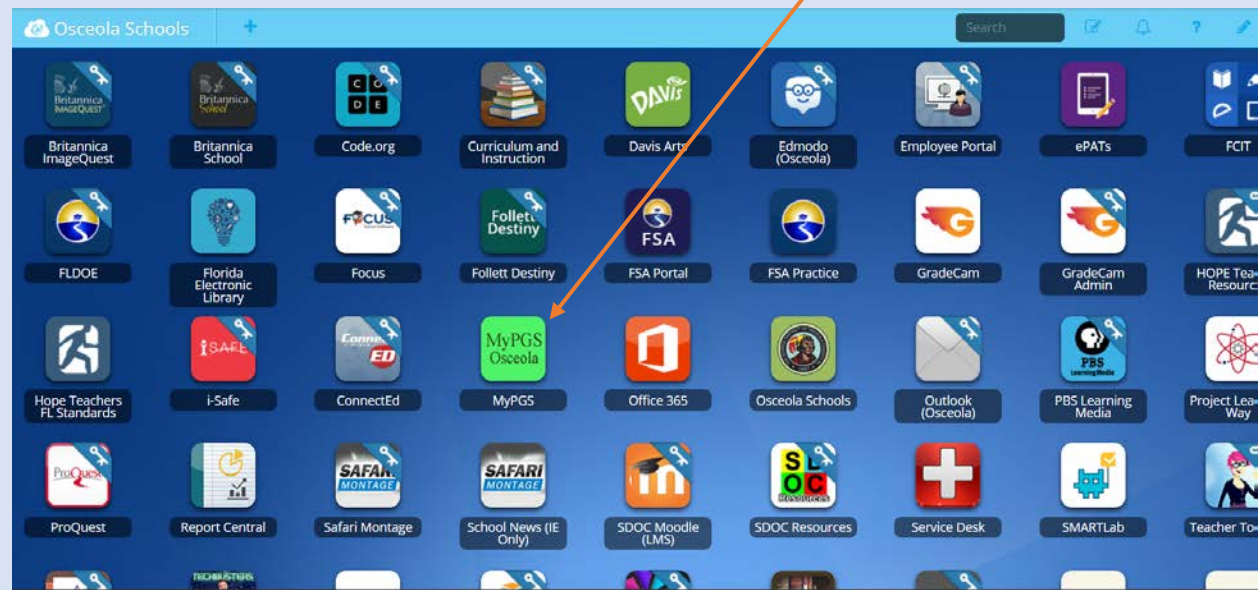# How to login into MyPGS

Once you sign in to your computer, click on the icon on your desktop

When it loads, you will see this page below, to access MyPGS, click on the icon from Classlink

If you are unable to access this, please contact the helpdesk at

(External 407 870 4037) or extension internal 67000.

How to Withdraw from a Course in MyPGS

This document provides a step-by-step walkthrough for on how to withdraw from a course within MyPGS

Go to your "Professional Development" Tab in MyPGS

You can withdraw yourself from a course that you have signed up for yourself, by clicking on this icon

Once clicked, this page would appear and you can then click on withdraw

Withdraw From Course

Please confirm that you wish to withdraw from the following course

Learner's Name	SALISHA HARGREAVES
Course	Test Course
Section	Test Course Section 1

Withdraw   Cancel Withdraw Request

Once you withdraw, you will then see this screen that confirms that you have been withdrawn from the course

Withdraw

You have been withdrawn

You will then receive an email on your inbox, the content of the email will be as follows:

This message is to inform you that you have been unregistered from the course titled Test Course, section Test Course Section 1. There are two possible reasons that you have received this message:

1) You withdrew yourself from the course
2) The instructor removed you from the roster

If you feel you have received this message by mistake, please re-register for the course, or contact for assistance.

Sincerely,
Professional Development

Please note that you are unable to withdraw from a course on the actual day of it. You would need to contact the instructor of the course via email or phone and advise of your withdrawal or non-attendance, to view the details of the instructor, Click on the course title

It will then open up the details of the course, click on the tab – Section Details

You will then see the instructor's name listed – this is person you need to advise of your withdrawal from the course or non-attendance.

This will also apply for courses that you were registered for as "Invitation Only" - contact the instructor or person who invited you to attend the course

HOW TO REGISTER FOR A COURSE

Step 1: Once you have logged in to MyPGS, click on the 'Professional Development' tab.
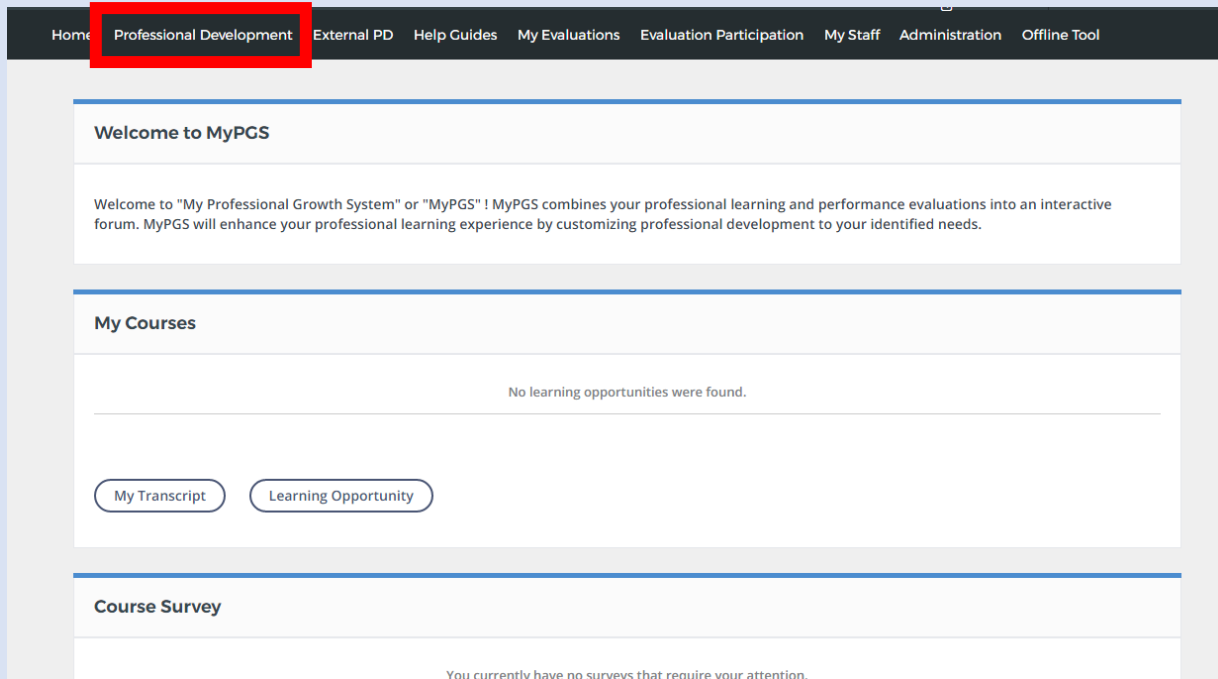
On this tab you can view courses you are currently enrolled in, recommended trainings and any surveys that need to be completed. *
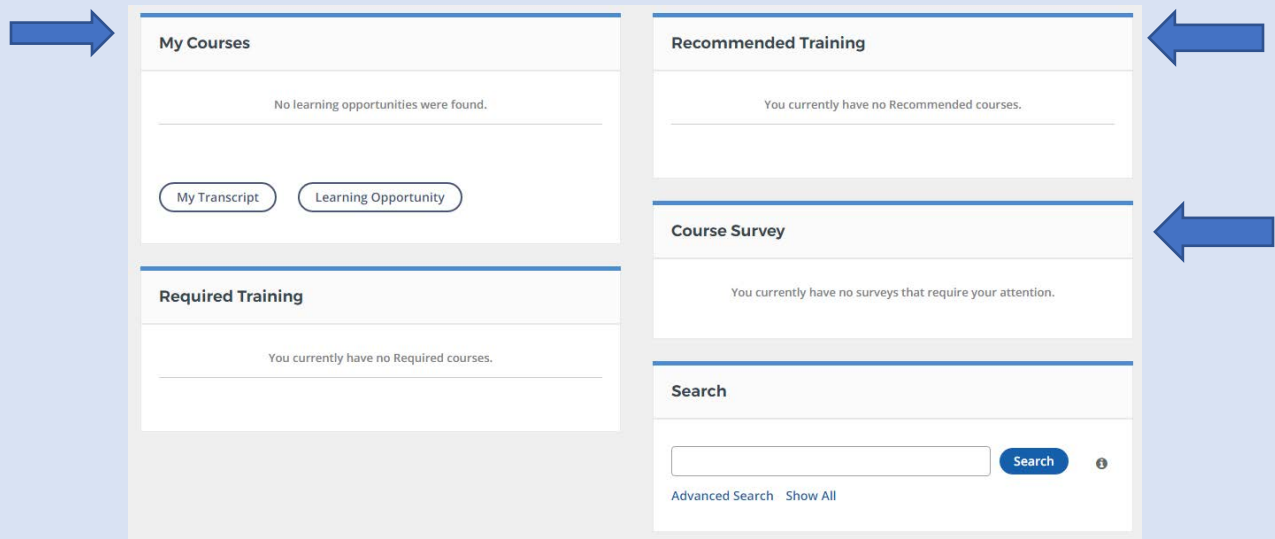
Step 2: If you are searching for a specific course or subject you may use the Search Bar to find a class in the Professional Development Catalog.
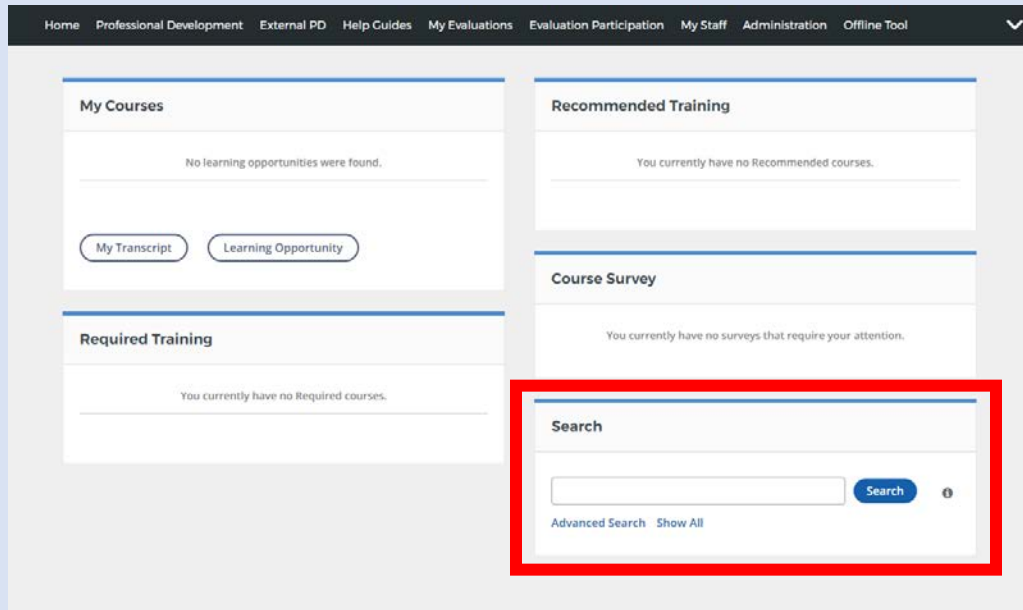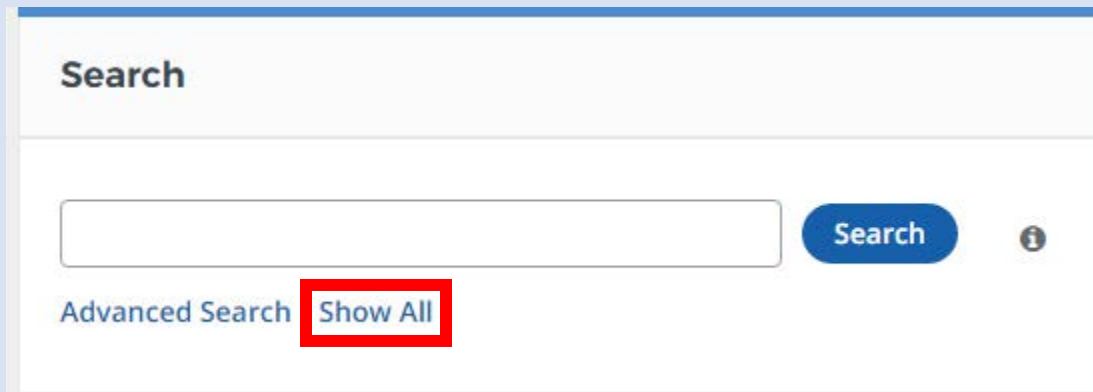
Step 3: When you are viewing a course, you will be able to see the current open sections, with dates and times. Chose the section you want to attend and click 'Register'.
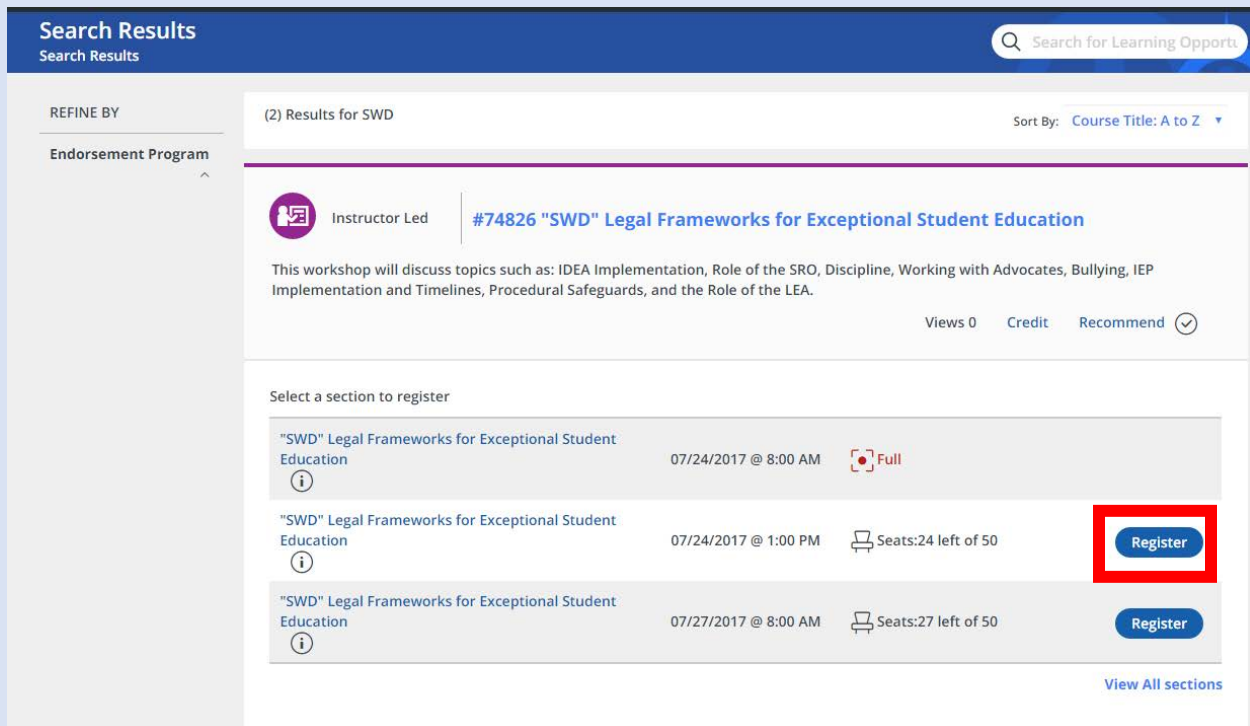
(You will also see if a course is Full.)

NOTE: If you would like to browse the current available professional development opportunities, you can click 'Show All' under the Search Bar.

If you require further assistance, please contact us at

407 518 2940 or email us at profdevhelp@osceolaschools.net

How to View Your Transcript in MyPGS

This document provides a step-by-step walkthrough for on how to view your Transcript in MyPGS

Go to your "Professional Development" Tab in MyPGS

Click on My Transcript

Once clicked, this page will appear

Search Transcript

Name:	test instructor1
Employee ID:	
Sites:	Test District, Test School 1
Demographics:	Test

Section Completed Date From: Section Completed Date To:

mm/dd/yyyy   mm/dd/yyyy

Section End Date From: Section End Date To:

mm/dd/yyyy   mm/dd/yyyy

Search

You can then scroll down below and view items that have been added to your transcript and see how many points you have, you have the option to Print your transcript or Email it.

Email Pdf   Email Pdf   Print

All   Certification   Non-Certification

#	Survey	Component #	Component	Course #	Section #	Title	Credit Hours	Start Date	End Date	Certificate #	Registration Status	Grade
1.	Survey completed November 29, 2018	N/A	N/A	79856	93036	Test Course	3.0 Points Certification	11/30/2018	11/30/2018	905308	Completed	Credit

Total:

Points	
3.0	Certification
	Non-Certification

Note: Course Surveys must be completed after courses for points to be included, please see the help guide on How to Complete Surveys in MyPGS

You can view/print the certificate for a particular course if required, by clicking on the number in the certificate column

How to Complete Surveys in MyPGS

This document provides a step-by-step walkthrough for on how to complete surveys after course completions/closure in MyPGS

Go to your "Professional Development" Tab in MyPGS

Your screen may vary – Look under Course Survey, you will see the surveys on courses you need to complete

Click on Start Survey

It will then open up the survey questions, all questions must be answered.

There are 4 screens of the survey to be completed

You are currently viewing - **Planning**

Section Title: Test Course Section 1
Section #: 93036
Start Date: 11/30/2018
Notes:

Question 1: Indicate the extent to which you agree with the following statement about professional development and growth.

	Definitely	Somewhat	Not at all
This course met my individual needs for professional development or my professional growth interests.	○	○	○

Question 2: Describe how this course relates to your current job responsibilities.

* Describe how this course relates to your current job responsibilities.

Enter response here [   ]

[Record & Go to Next Category] [Record & Return to Menu]

To get to each screen of the survey, click on Record & Go to Next Category

You are currently viewing - **Learning**

Section Title: Test Course Section 1
Section #: 93036
Start Date: 11/30/2018
Notes:

Question 1: Indicate the extent to which you agree with the following statements about the learning environment.

	Definitely	Somewhat	Not at all
Effective strategies were used to deliver the content of this course.	○	○	○
The course objectives were clearly provided.	○	○	○
The technology tools used were appropriate for the content/skills being taught.	○	○	○

Question 2: Indicate the extent to which you agree with the following statement about knowledge and preparation.

	Definitely	Somewhat	Not at all	Not Applicable
The facilitator was prepared and knowledgeable.	○	○	○	○

[Record & Go to Next Category] [Record & Return to Menu]

You are currently viewing - **Evaluation**

Section Title: Test Course Section 1
Section #: 93036
Start Date: 11/30/2018
Notes:

Question 1: Please answer the following

* Indicate how the implementation of this new information impacted or will impact your professional performance and/or student learning.

Enter your response here [   ]

[Record & Go to Next Category] [Record & Return to Menu]

You are currently viewing - **Implementation**

Section Title: Test Course Section 1
Section #: 93036
Start Date: 11/30/2018
Notes:

Question 1: Please answer the following

* Describe how you have applied or plan to apply the new information learned in this course.

Enter your response here

Record & Return to Menu

Once you have completed all the screens – Click on Record & Return to Menu

This screen below will then appear, showing that you have completed all the sections of the survey

Course Survey

Take the Survey

Select each category to complete the survey.	Description	Completion Status
• Planning		✅ Completed
• Learning		✅ Completed
• Evaluation		✅ Completed
• Implementation		✅ Completed

⊞ Click here to view your full completion status.

Return to My Courses

You can then Click on Return to My Courses

You will be taken back to the Professional Development tab with this page showing

Note: Surveys must be completed after each course has been closed out for your transcript to be updated
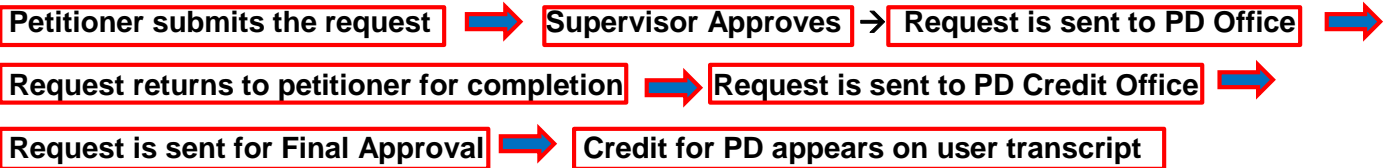
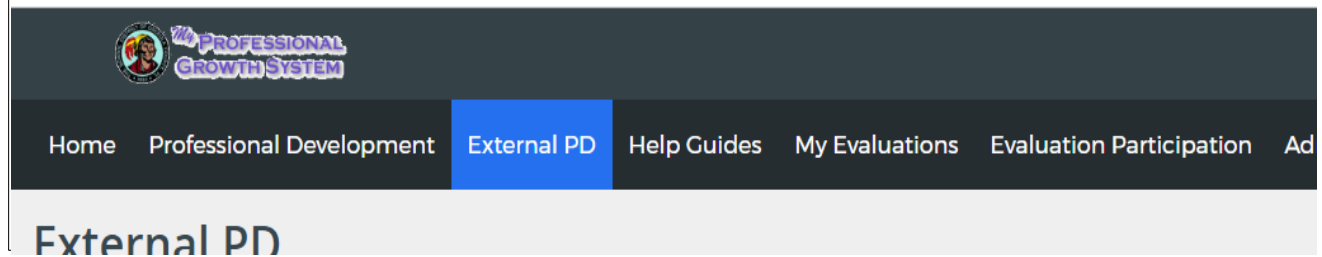# Submitting External PD Requests
Audience: PD Petitioners

The process for submitting external professional development and college courses for credit is now accessible through the **My Professional Growth System.** The process is identical, and is outlined below:

⏱ **Note: College course credit requests are sent directly to the PD office, not to a supervisor.**

| Petitioner submits the request | ➡ | Supervisor Approves | → | Request is sent to PD Office | ➡ |

| Request returns to petitioner for completion | ➡ | Request is sent to PD Credit Office | ➡ |

| Request is sent for Final Approval | ➡ | Credit for PD appears on user transcript |

This document provides a step-by-step walkthrough for creating and submitting credit requests for external professional development in the **My Professional Growth System.**
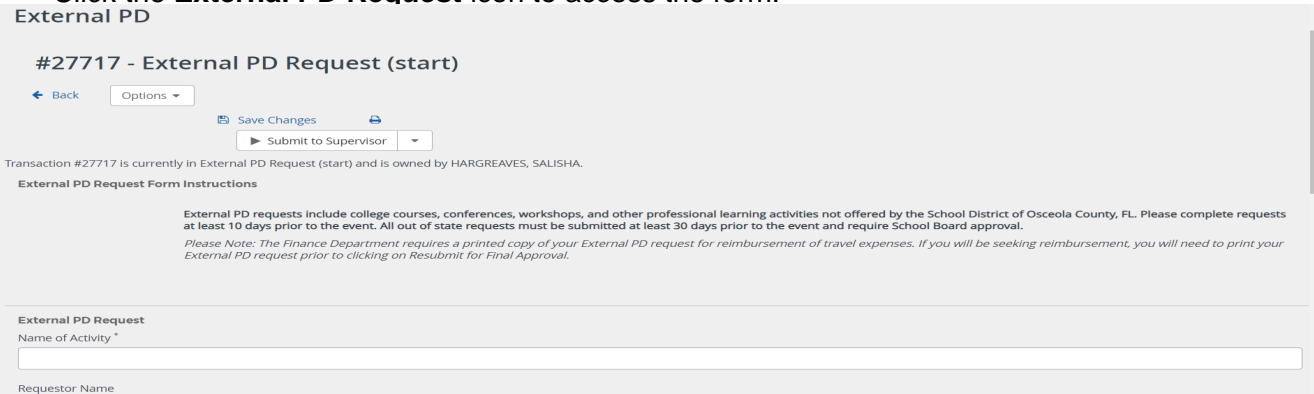
- To begin, log into your **My Professional Growth System** account and click the **External PD** tab.

- The **External PD** screen will display.
- In the **Create New External PD Request** channel, click the **External PD Request** button.
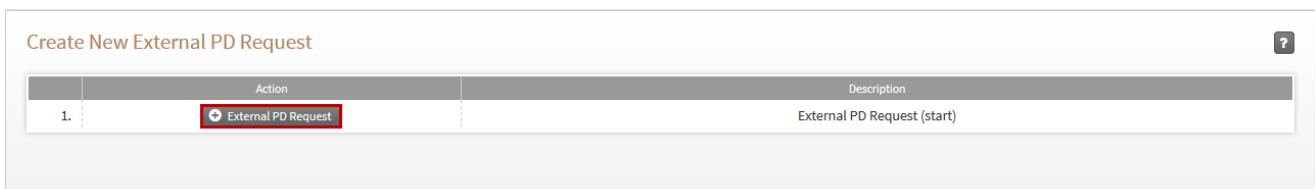
- Click the **External PD Request** icon to access the form.

- Complete the entire form - all pages, noting that all fields are required.
- Click **Save** when finished.

#27737 - External PD Request (start)

Transaction #27737 is currently in External PD Request (start) and is owned by supervisor1, test.

External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

Please Note: The Finance Department requires a printed copy of your External PD request for reimbursement of travel expenses. If you will be seeking reimbursement, you will need to print your External PD request prior to clicking on Resubmit for Final Approval.

External PD Request

Name of Activity *

Requestor Name
Displays the name from the profile for the person who created the transaction.
test supervisor1

Employee ID No.
Shows the employee ID from the profile for the person who created the transaction.
106

Department / School *
-

Course Provider/ University *

Location *

City/State *

Upload Agenda

https://osceola.truenorthlogic.com/UP/Tab/ExternalPD?_ct=ExternalPD   2/3

11/27/2018   Osceola - #27737 - External PD Request (start)

⬆ Upload

For assistance with uploading agenda or completion of request, please submit to "PD Help". Please note in the PD Help Comments box below the type of help you are requesting.

Out of State *
No

Online *
No

External PD Type *
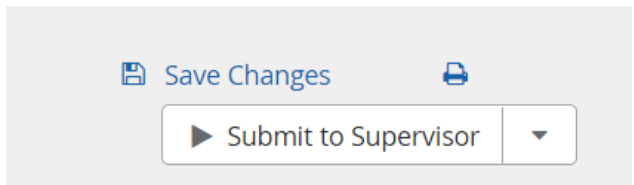Workshop

If College Course

If College Course
Prefix

Course Number

Credit Hours
entered by the PD Petitioner,

Beginning Date *

Please Include travel time

Beginning Time *
-- None --

Please Include travel time

Ending Date *

Please Include travel time

End Time *
-- None --

Please Include travel time

Estimated Cost to District *

Cost Center/Facility *

General Objective *

Rich Text Editor 🖉

Notes

Rich Text Editor 🖉

- Click the **Upload** button to upload the agenda for the session.
- Use the dropdown menus to indicate if this is an **Out of State** or **Online** opportunity.
- Use the **External PD Type** dropdown menu to select the PD type.

Note: Out of State Requests will be submitted for School Board approval to continue the process. An email notification will be sent once approved by the School Board.

- If this is a college course, scroll down to the **If College Course** channel and click the icon.
- In the popup window, enter the **Prefix, Course Number,** and **Credit Hours** and click **Save Changes, scroll to top** (as shown below)**.**

💾 Save Changes   🖨

▶ Submit to Supervisor ▼

- To **Submit to your supervisor - CLICK - SUBMIT TO SUPERVISIOR**

- In the **Submit** popup, **locate the name of your supervisor** and click **Select.**

- Click **Confirm** to complete the process.

- The request will display in your **Requests** channel. You will see the details, submission date and who is the owner. If it's with your supervisor, the supervisor's name will show as the Owner Name.

- Once your request has been approved, it will appear in the **External PD Request with your name as the owner** channel.

- Locate and click the **Action** box next to the completed activity, and select **Open.**
- Click **Add** to complete attendance information.
- Attach the agenda, indicating dates and times, and if applicable, any certificates earned.
- Complete the course survey and click **Submit.**
- The request will be electronically sent to Professional Development for inservice credit.
- Once the Professional Development has completed it and applied the inservice credit, it will show on your transcript
- If more information is required, it will be requested in the PD comments box of the External PD form and denied. Once denied, it is sent back to you. You should look at your request channel periodically in case one is denied
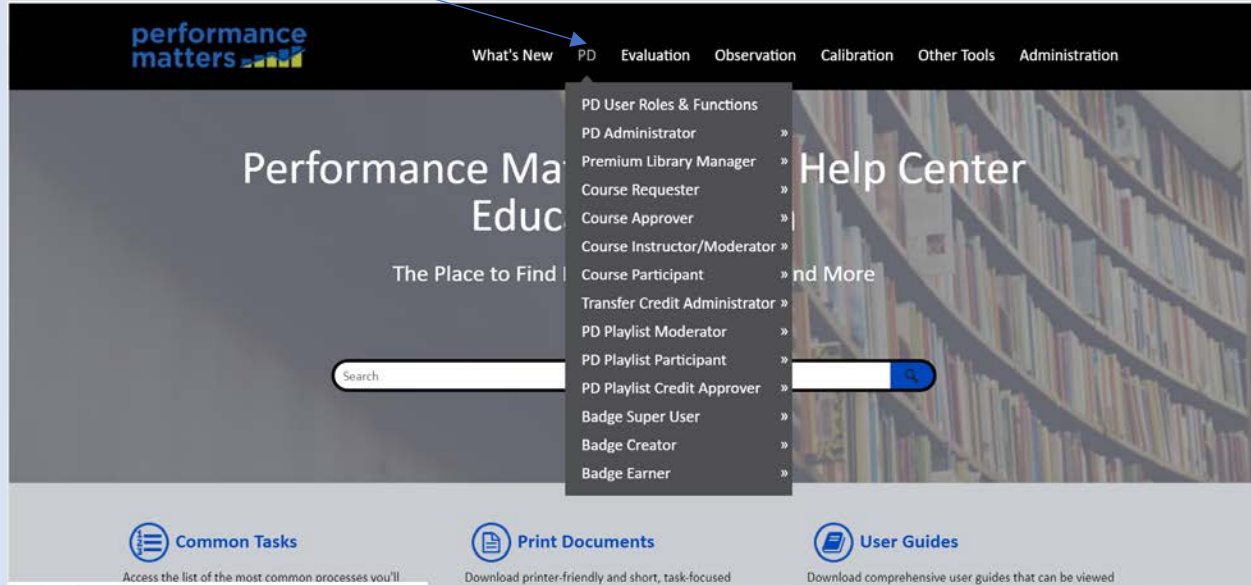
Other Help Guides ?
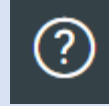
You can access other help guides for MyPGS by clicking on the "Question mark" icon on the top right, near your name
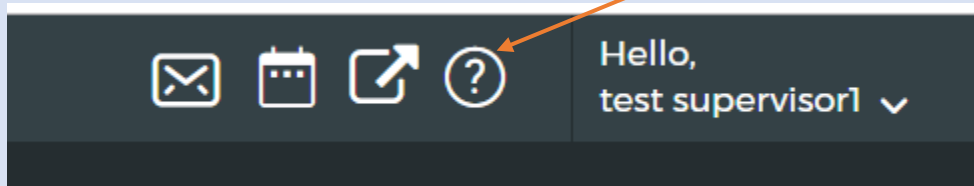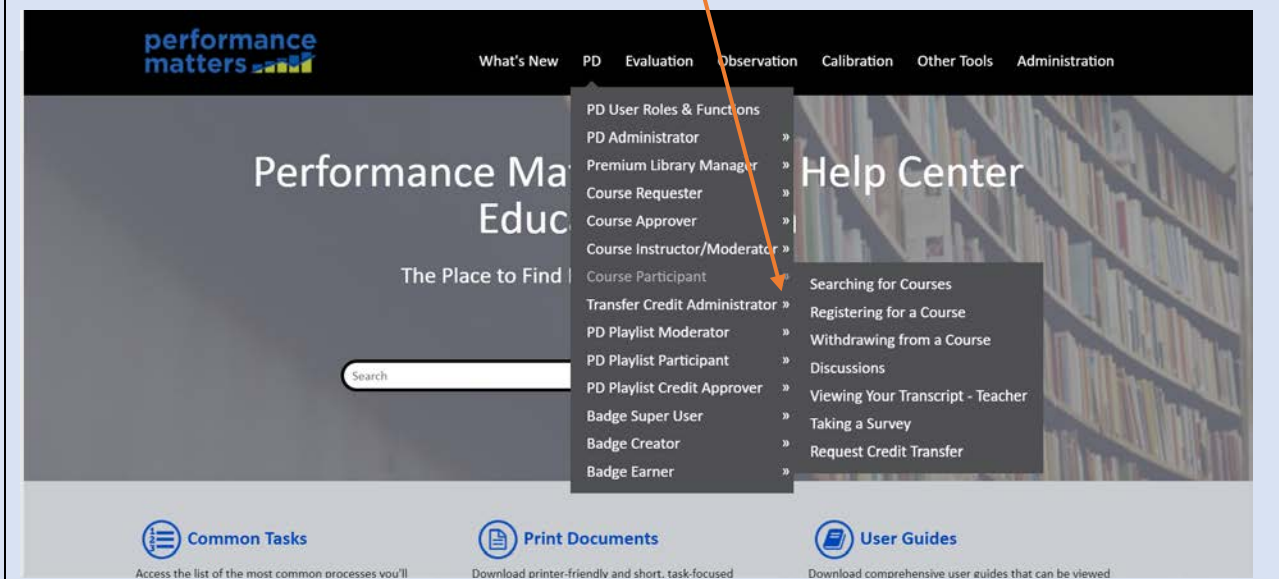

You will then be taken to this page below
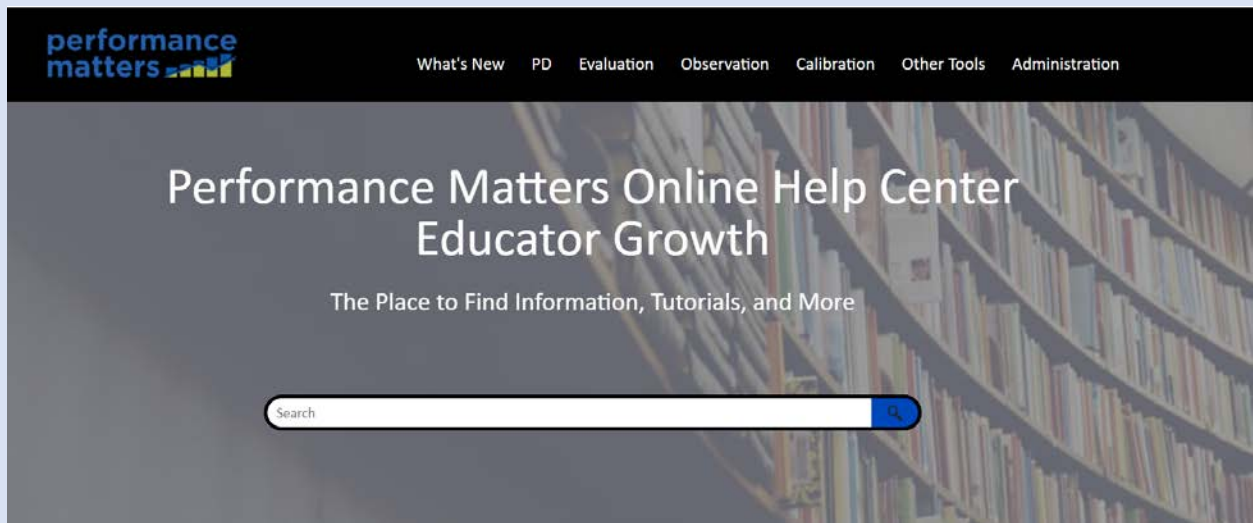
Scroll over PD

You will then see all different guides - just scroll down to the one you want and the side arrows will show you more options to view (as shown below)

You can also click on "What's New" and it will show you all the latest release dates with details of any changes/updates to the system