

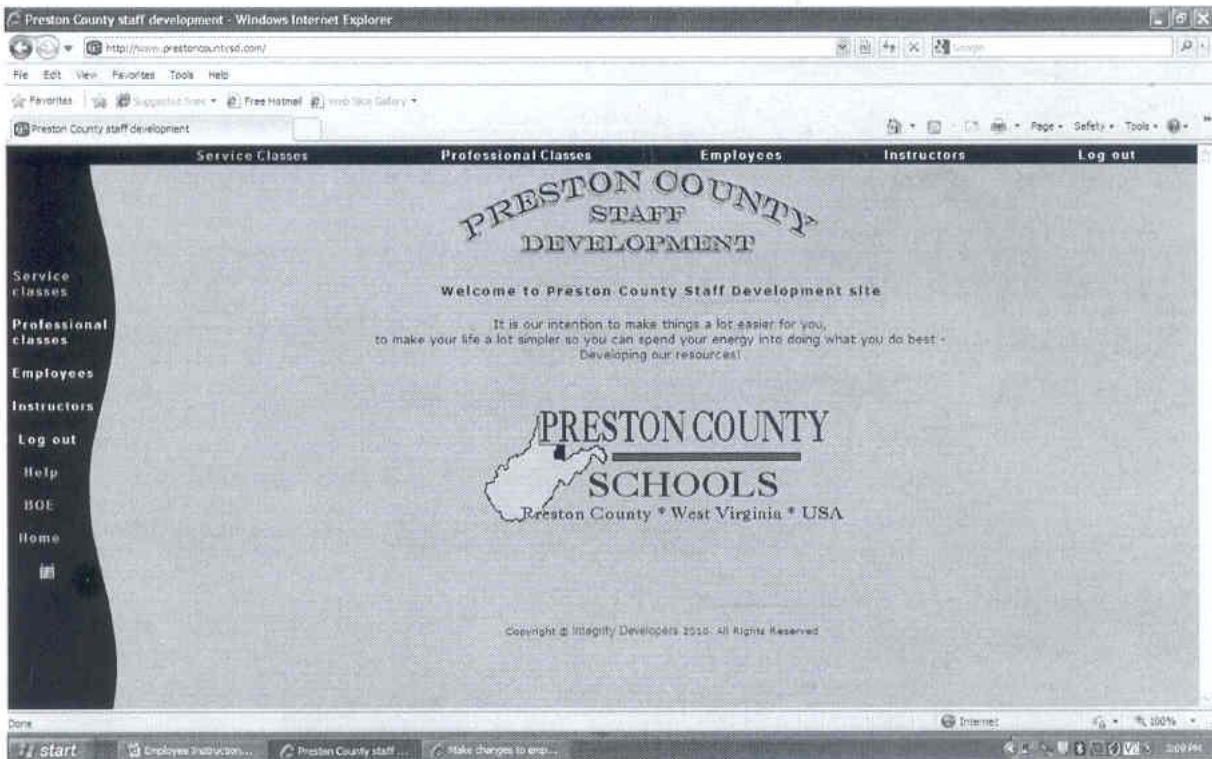
EMPLOYEE INSTRUCTIONS—KEEPING TRACK OF YOUR STAFF DEVELOPMENT SESSIONS

Employees of Preston County Schools can use a computer and the Internet Staff Development Site from now on to keep track of the staff development sessions for which they have credit. The following instructions will guide you through the process.

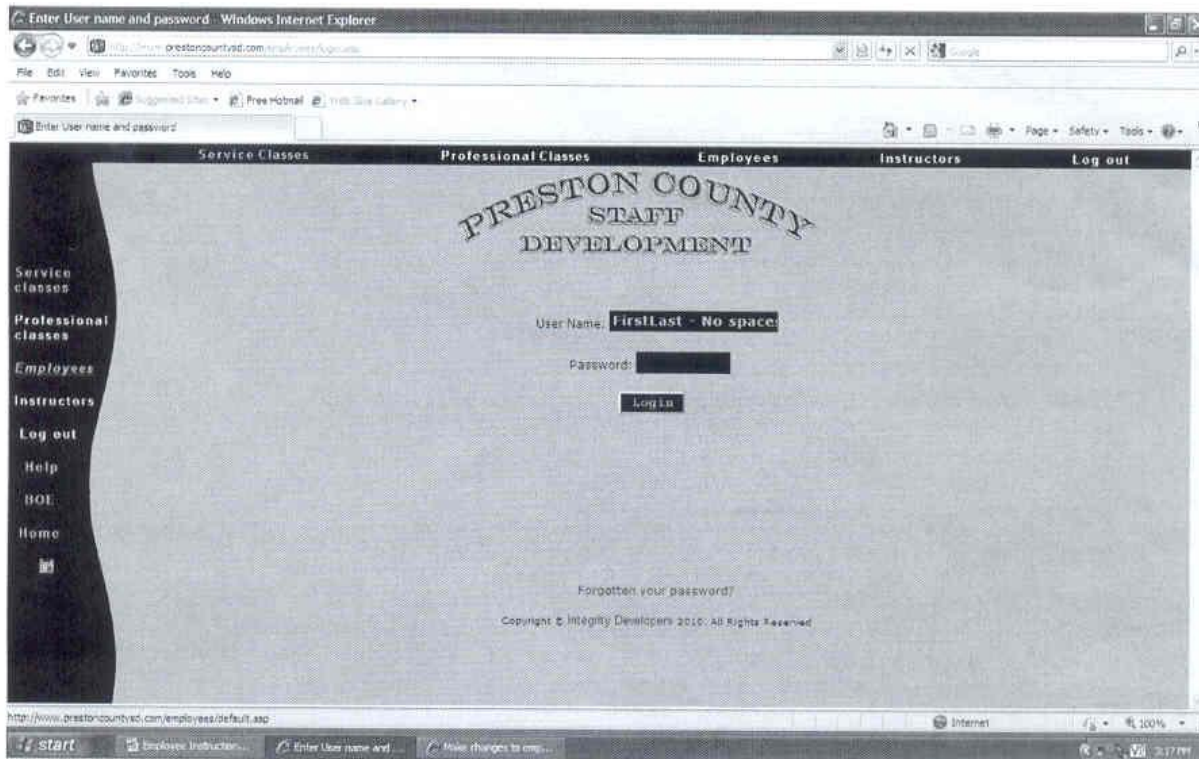
1. Find a computer to use that has Internet access. Access the Internet by double-clicking on the “Internet Explorer” icon (picture) on your computer screen (if you do not see the icon, click on the “Start” button and then on the “Internet” option. Type the following URL in the text box provided for it near the top of the screen and press the Enter key.

<http://www.prestoncountysd.com>

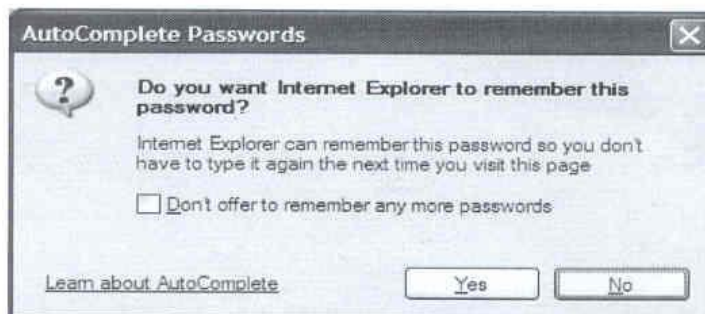
2. When the site is loaded, your screen should look like the following picture.



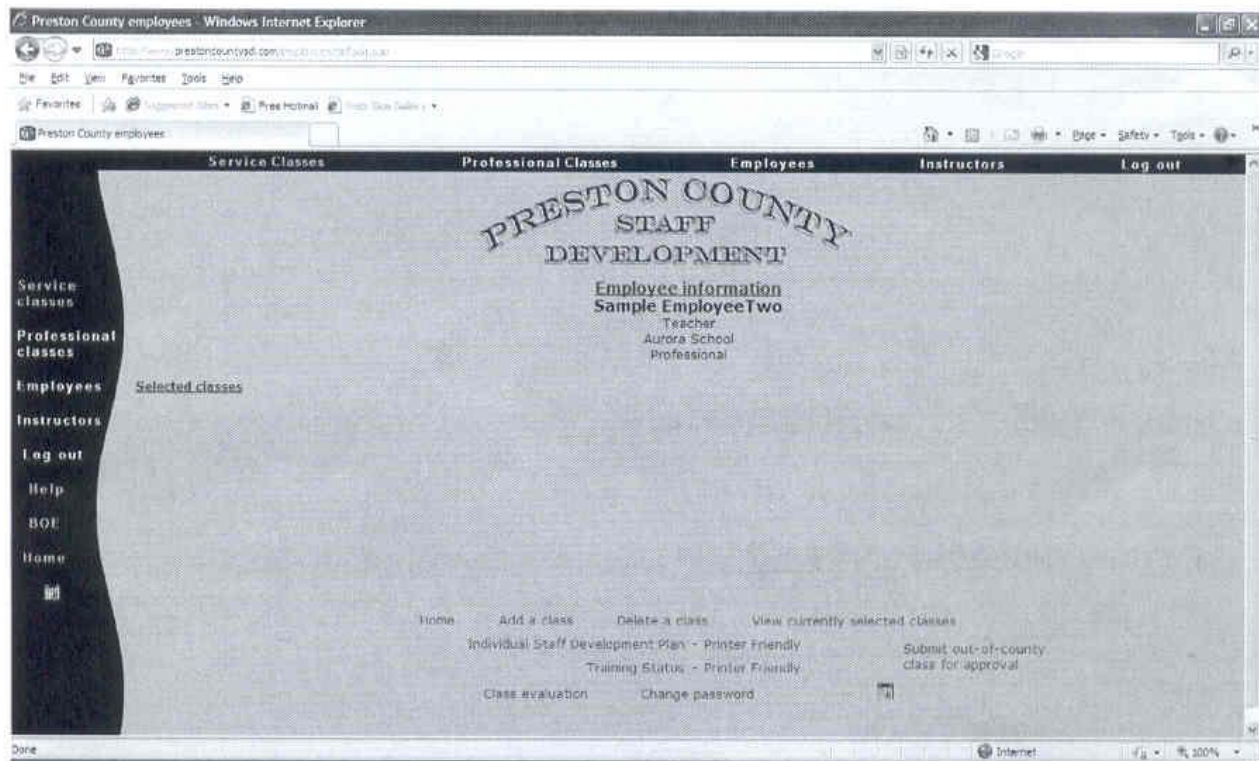
3. Notice the “Navigation Bar” in the black area at the left of the screen. This gives you links to the screens you will need to use on this site. For now, click on the “Employees” link in the Navigation Bar. A screen like the picture at the top of the next page will appear.



- This screen allows you to log on to the site with your User Name and Password (someone, probably your principal, will have given you this information). Notice the message in the “User Name:” text box. Now click in the “User Name” text box. Then type in your entire name with no spaces. Some names will include a middle initial or a middle name. The information given to you with your User Name and Password should show how your name was entered on the site (except remember to switch the names so your first name (and middle initial or middle name if used) appears first and then the last name with no spaces). After typing your name, press the “Tab” key to move to the “Password:” text box; or you can just click the mouse in the text box for the password. Type in your password exactly as it is shown (including lowercase or uppercase letters).
- Now click on the “Login” button or just press the “Enter” key. After submitting your User Name and Password the first time, the following dialog box will appear asking if you want your computer to remember your password. You should click on the “No” button.



6. Your employee home page should then appear on the screen. It should look something like the picture below. Under the heading “Employee information,” you should see your name, your position in the school, the school name, and whether you are a professional or service employee.



7. At the left of the screen, you will notice more red text, “Selected classes.” If you already have credit for some staff development sessions, they will be showing in a list under this heading.
8. At the end of each class name, the number of hours credit you received for the class should appear in parentheses. You can then add up the hours for each class to get the total number of staff development hours you have earned.
9. When you are ready to close the site, just click on the “Log out” entry in the Navigation Bar in the black area at the left of the screen. If you have questions about any of your hours or lack of hours, contact Carolyn Welch at the Board Office by telephone at 304-329-0580, Extension 216, or email her at cjwelch@access.k12.wv.us.