

GHCS PD Express

Directions to Signing onto PD Express

1. Go to GHCS Website.
2. Select the *Staff* Tab.
3. Select *Human Resource Info*.
4. Select *PD Express* on the left.
5. Click on the link whether you are at work or at home.
6. Type in your ID: (e-mail name)
7. Type in your PD Express Password [If it doesn't work, do a Trouble Trakker for them to reset it.]
8. Once in, change your password under the "My Pages" tab.

Directions for completing an IPDP (Individual Professional Development Plan):

1. Complete the Teacher or Principal Self-Assessment paper to find out where you need the most professional development. This is a PDF file. You will need to print it out, and complete it for your own reference. [Located in the LPDC area of the GHCS Website.]
2. When done, go to PD Express and, once signed on, Click on *Create a Plan*.
3. Select a school year within your five-year license cycle.
4. Press *Next*.
5. Complete each field. [Press the i-HELP button for help in answering each question.]
6. Press *SAVE* each time to SAVE and update your information.
7. When done, change the *NEW* toggle switch to *SUBMIT*.
8. Press *SAVE*, and you are done.
9. Print a copy for your personal professional file.
10. Send an e-mail to your LPDC Representative stating you have completed the IPDP process.

Directions for completing an Activity Proposal:

These directions can be found online at the LPDC section of the GHCS Website. It is a PDF file, so print one out and follow the directions. [PDcreditproposaldir.PDF] You will need to write your goals using SMART Goals. The example of SMART goals is listed at the Website. [SmartGoals.PDF]

*Note – Complete the proposal as a WORD document. Save it. Then, open up PD Express in another window. Cut and PASTE your completed information into the proper field.

- When you are finished, SAVE your work. Then, select the *SUBMIT FOR REVIEW* button at the top. If you wish to retrieve your proposal, select the *WITHDRAW* button.
- Finally, send your LPDC representative an e-mail to make SURE that the Activity made it into the system.