

ProDev Set up Instructions

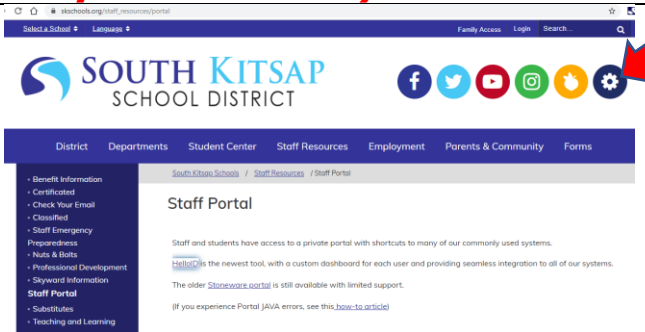
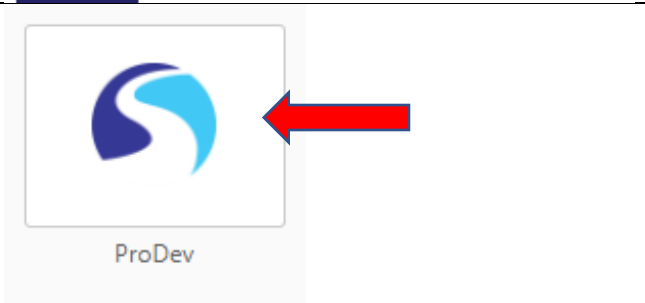
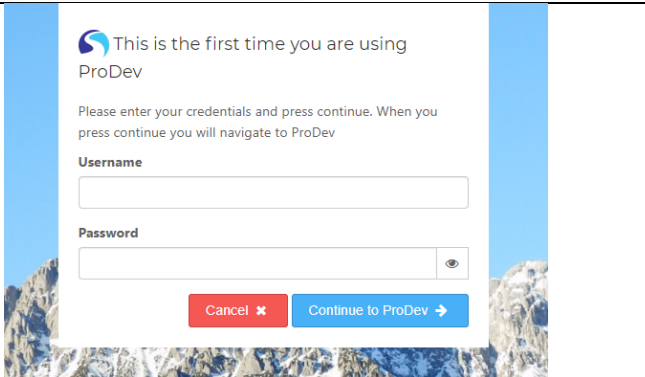
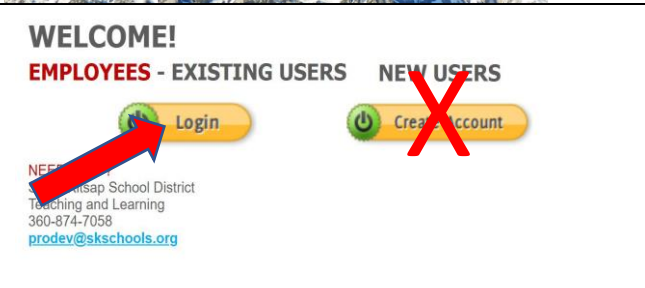
For all SKSD Administrators, Instructors/Facilitators,
Certificated Staff, and Classified Paras


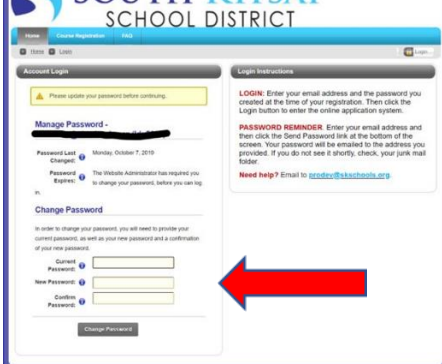
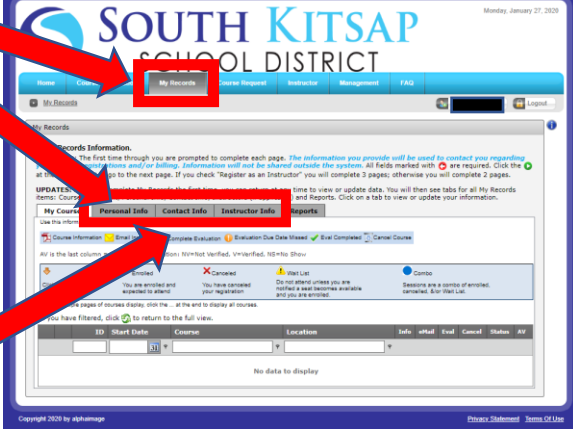
What is ProDev?

- **Clock Hours** for certificated
- **Para Competency Credit** for classified
- **Register** for Professional Development Classes
- Transcripts, certificates, schedules, clock hour reports, evaluation summary, course information and more

Need help? Please contact ProDev@skschools.org or Tracy at 360-874-7058

**(All SKSD employees have an account already in the system!
Please follow these steps to access your account.)**

<p>Step 1</p>	<p>Go to www.skschools.org</p> <p>Click the wheel to go to Hello ID</p>	
<p>Step 2</p>	<p>Click on ProDev</p>	
<p>Step 3</p>	<p>If you have not logged in to ProDev before, you will see this screen.</p> <p>Enter your full e-mail address and e-mail password. (District username/password)</p>	
<p>Step 4</p>	<p>Click Login. All employees already have an account under your district e-mail address. Do not create a new account.</p>	

<p>Step 5</p>	<p>Enter your @skschools.org e-mail address. Enter your e-mail password and click Login. If that password does not work, try SKSD2019. If that does not work, enter your e-mail address and click Send Password. Check your e-mail for your password.</p>	
<p>Step 6</p>	<p>If this screen appears, please change your password.</p>	
<p>Step 7</p> <p>FYI - Information on the My Courses tab and the Reports tab are explained in the <i>ProDev Quick Start Instructions under the Home Tab > Quick Links</i></p>	<ol style="list-style-type: none"> 1) Click on My Records tab. 2) Check all fields in the Personal Info tab for accuracy. Edit if needed and then click Save My Personal Information at the bottom of the page. 3) Contact Info tab. Verify information is correct and edit if needed. 4) Instructors will fill out fields in the Instructor Info tab. 5) Click Activate Account. (Not all users will see this.) 	 <p>For future reference, the My Records tab is where you can search for courses you have previously taken or are currently registered for.</p>

This completes your account set up of *ProDev*.

Please use the **HOME** tab for other **Quick Start** guides and website links.

NEED HELP?

South Kitsap School District, Teaching and Learning
360-874-7058

prodev@skschools.org