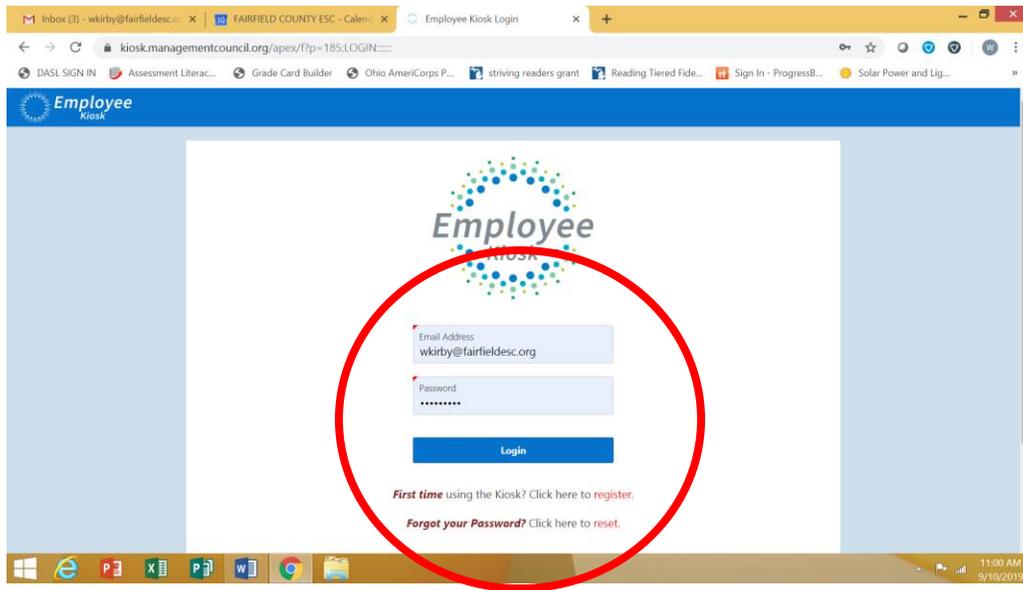
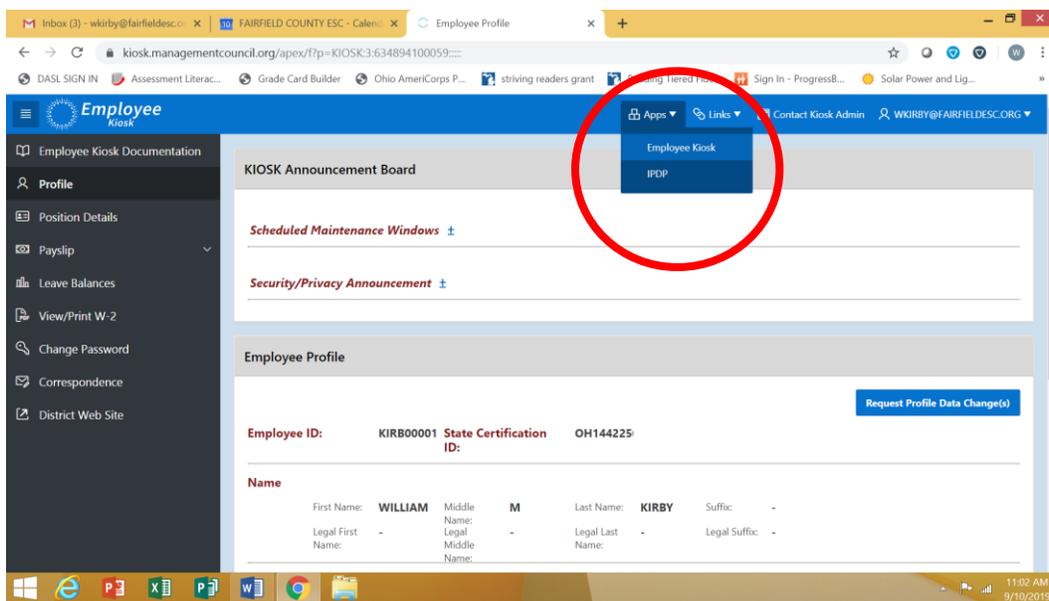


## SUBMITTING IPDP VIA EMPLOYEE KIOSK 9/10/2019

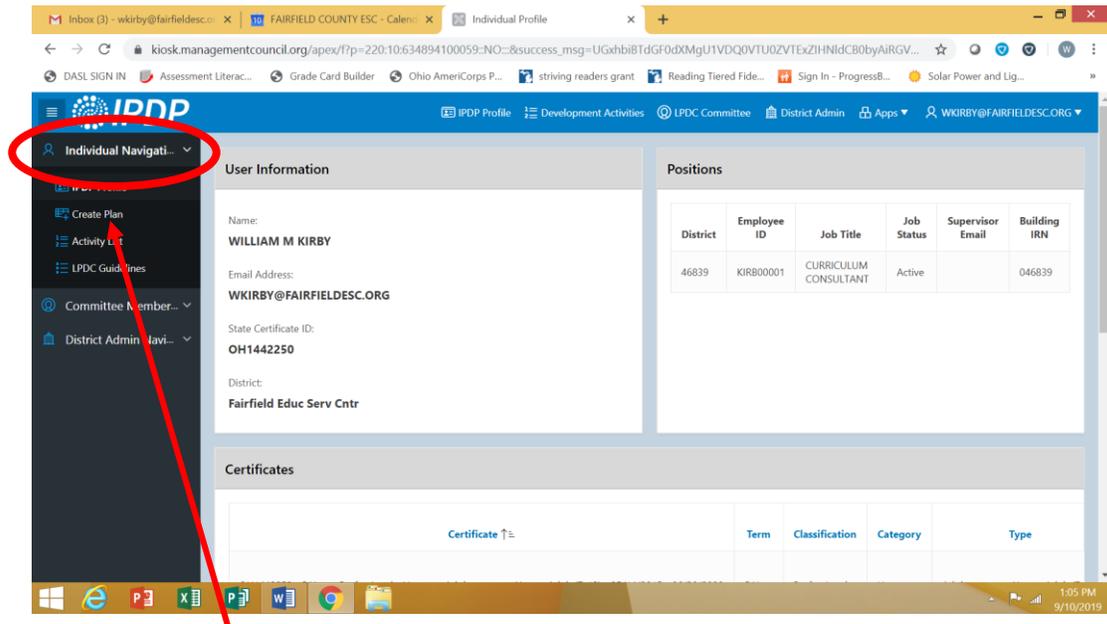
1. Navigate to <https://kiosk.mcoecn.org> to log into your Employee Kiosk Account
  - a. Issues Logging In: *Click the Forgot Your Password – RESET. You will get an email to reset your password.*
  - b. Other Log In Issues: Contact Laura Cassell ([lcassell@fairfieldesc.org](mailto:lcassell@fairfieldesc.org)).
  - c. Enter your username (Fairfield County Email Address)
  - d. Password: **\*\*Whatever you made it when setting up your account\*\***
  - e. Click **Login**



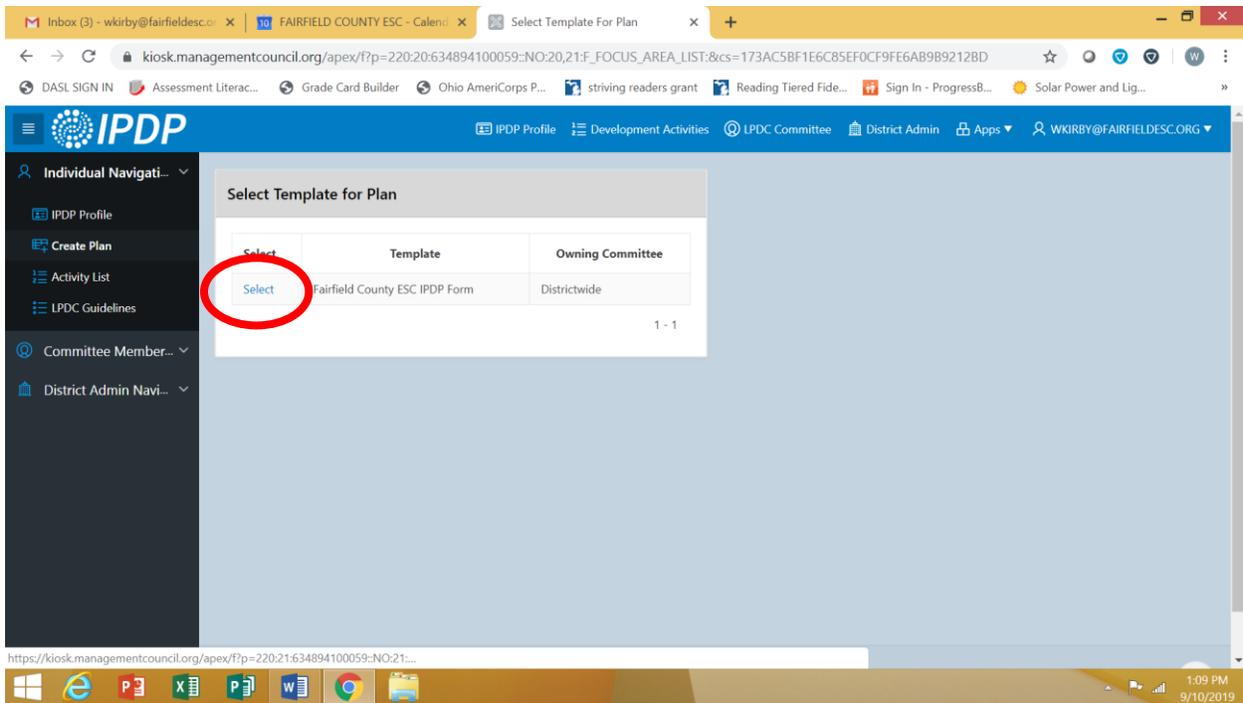
2. Upon logging into your account, you should see the screen below. In the upper right corner in the blue header bar, click **APPS** and select **IPDP**.



- Now you are in the LPDC area of Employee Kiosk. On the left side of the screen, you will see **Individual Navigation**. Click the down arrow next to **Individual Navigation**.



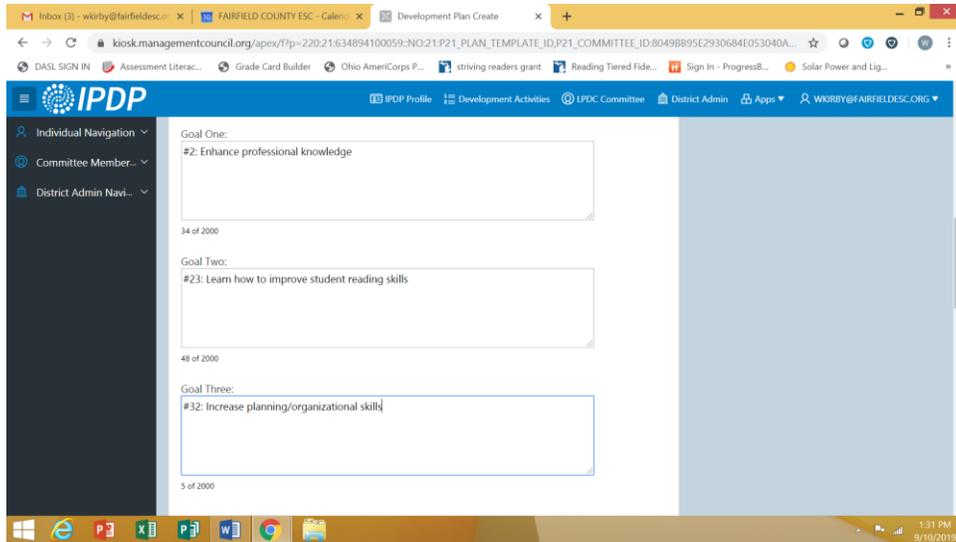
- Click on **Create Plan**.
- Select the only option **Fairfield County ESC IPDP Form**.



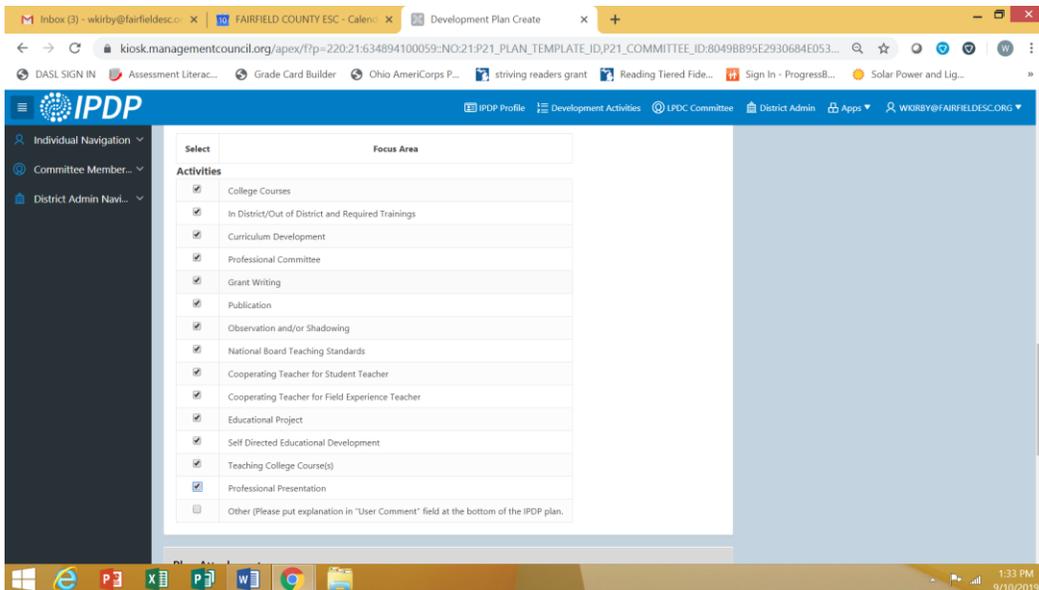
6. In the IPDP plan, enter the name of the plan as the following: **First Name Last Name IPDP (i.e. William Kirby IPDP)**. In the committee section, make sure it defaults to **LPDC**. Approving supervisor should default to **None**. In the Applies to section, check **All Licenses associated with this IPDP (typically this will be all licenses listed)**.

7. Below the license list, you will select the following:
- Mission: Select Renewal of 5 Year License** (Do not select any other option as Resident Educator, Supplemental Licenses are not governed by LPDC).
  - Other Mission Desc: Leave blank.**
  - IPDP Plan:** This section is intended to allow you to articulate the activities you will complete for this IPDP. Please Type **See the Checklist Below**. We have put a check list of activities in rather than have employees write them out. You must enter something in this box to move on.

8. Under the Procedure – Professional Development Plan Goals section, you will enter **THREE GOALS**. For a list of already approved goals by the LPDC, please reference the LPDC Guidelines located in the left black navigation bar. You can enter the number of the goal from the guidelines but you **also must type it out!** **Example of my IPDP below:**
- Goal One: #2: Enhance Professional Knowledge
  - Goal Two: #23: Learn how to improve student reading skills.
  - Goal Three: #32: Increase planning/organizational skills.
  - Note: You DO NOT have to use one of the pre-approved goal statements from the LPDC Guidelines. You can create your own goal statements.



9. In the next section **Development Plan – Focus Areas**, select the activities you will complete to achieve your IPDP goals. It is the LPDC recommendation that you select as many of the activities as possible so that any professional development activity will county towards renewal.



10. You do not need to upload anything in the plan attachments when you are creating your new IPDP or moving your IPDP from PDEExpress. This will only apply to those folks that are transferring an existing IPDP from another employer to the Fairfield County ESC.
11. If you selected **Other** under the activity list, you will need to add comments in the Comment box as to what you will be doing that is not already on the list.
12. The last step is to click the blue button **Create, Save and Submit Plan for Approval!**. You will get a green pop up that indicates it was saved and submitted to the LPDC for approval. Upon approval, you will get an email from the system indicating your plan has been approved or been returned for modifications. If returned for modifications, the committee will indicate in the system email what you need to do to change it.