



User Guide

Diocese of Allentown

This guide should serve to instruct and aid with the use of Colonial IU20’s professional development tracker system, CPETracker. The Diocese of Allentown uses this system to allow faculty and staff to register for professional development courses, record the hours earned for attendance, and to upload Act 48 hours to PERMS for those with a teaching certificate.

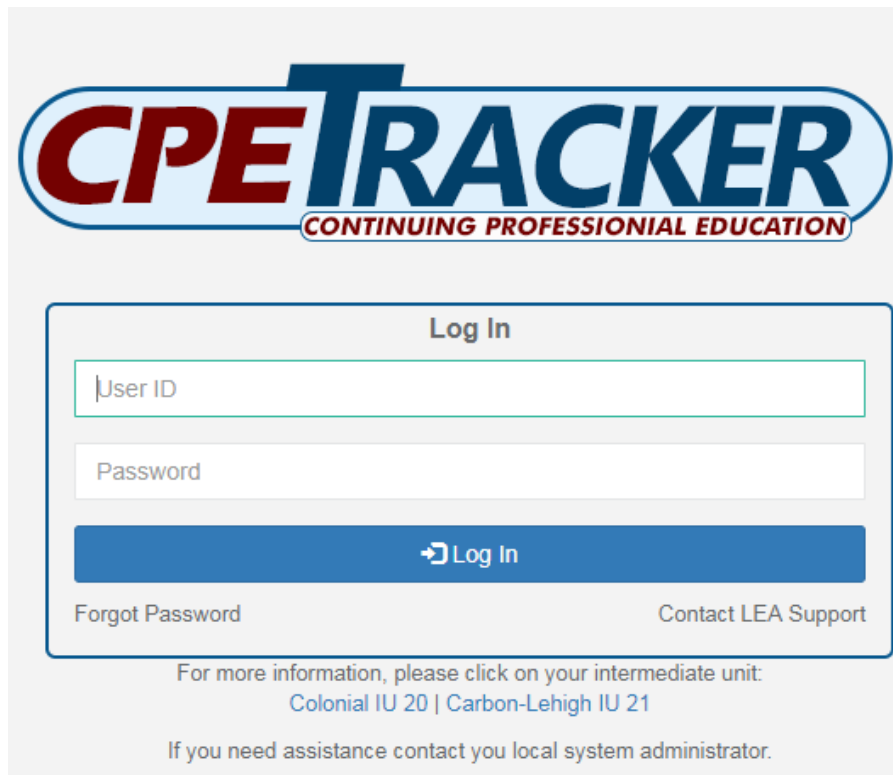
Accessing the CPETracker website

The easiest ways to access CPETracker:

- 1) Go to www.cpetracker.org in any web browser on any device to login to CPETracker.

Logging In

Users will be presented with the following login screen when entering the website.



Logging In as a New Employee

New employees will have a CPETracker account created for them prior to their start date. An existing account will be utilized if the employee has one from a previous district that participated with CPETracker, or a previous assignment with the Diocese of Allentown. Please refer to the section on Logging In with an Existing Account.

User ID

User IDs, or usernames, for new accounts will always be the same as the full district email address or the email you provided to the diocese at the time of registration.

Password

All new employees will have to request a password reset using the “Forgot Password” link on the page.

Log In

User ID

Please enter your User ID

Password

[Log In](#)

[Forgot Password](#) [Contact LEA Support](#)

For more information, please click on your intermediate unit:
Colonial IU 20 | Catholic Lehigh IU 21

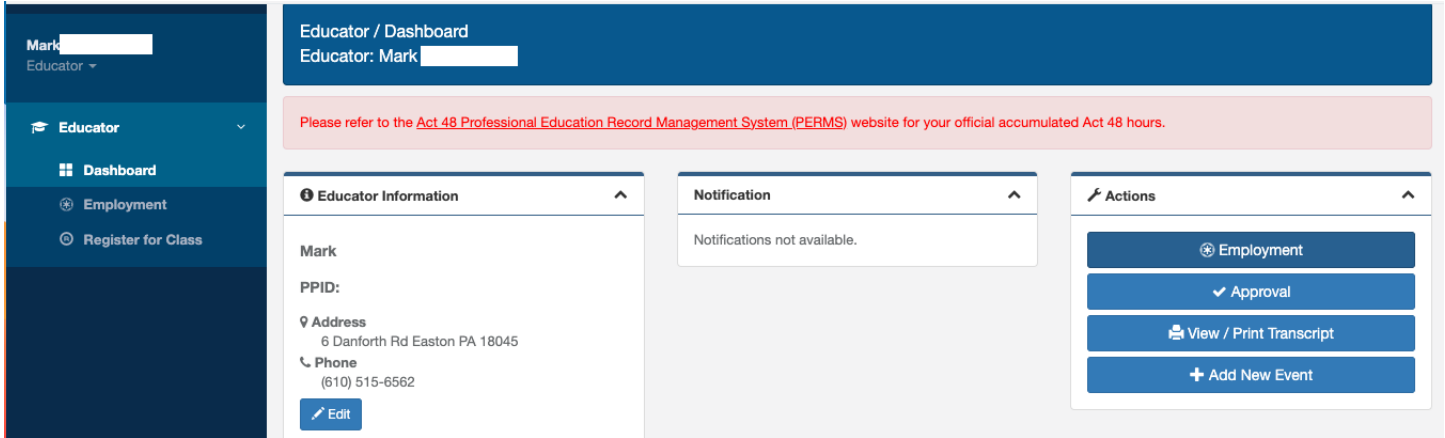
If you need assistance contact your local system administrator.

*Employees must Accept Employment immediately after login in order to change their password. Accepting Employment will switch the user to an active Diocese of Allentown employee and grant access to CPE Tracker courses.

Dashboard

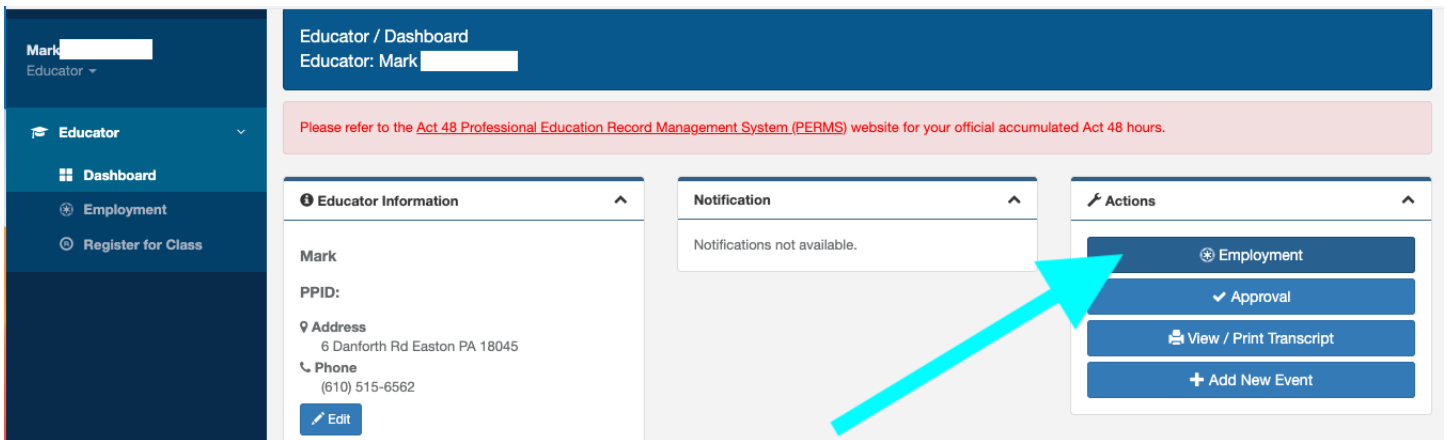
CPETracker users will be brought to their **Dashboard** immediately following login. The Dashboard serves as the homepage for each Educator, or user. Educators will access the different pages of CPETracker by utilizing

the sidebar options. New users to CPETracker will see the Dashboard view below. This is where Educators will accept their employment.



Employment

Educators will use the **Employment** button, or the tab on the sidebar, to access their pending and active employment and to view their Employment History. New users will need to select this button in order to accept their employment. This will allow them to view, register, and receive credit for professional development courses and events.



Accepting Employment

After selecting Employment, Educators will be taken to the Educator Employment page. Pending employment will be listed in yellow, as shown below. Once accepted, "Pending" will be labeled in green as "Active".

Educator / Employment

Educator: Mark [REDACTED]

Directions To Add Employment:


If an educator doesn't have employment in the LEA than click the "Add" button to add new employment.

If an educator has an expired employment in the LEA, and the educator is rehired within the LEA than click "Add" to add new employment in the LEA with new employment start date.

IMPORTANT: An educator cannot have overlapping employment start or end date within the same LEA. If an educator has an active employment in a LEA, terminate it first by entering end date to create a new employment in the same LEA.

[View History](#)

Current Employment

Start Date	End Date	LEA	Building	Edit
12/1/2022		Colonial IU 20 Pending	COLONIAL IU 20 - Central Office	

Selecting the **Edit** button on the far right of the page will open details for that entry. This information will include the Start Date, Building, Position, and additional fields that the employee can update after accepting the entry. The last field at the bottom of the page displays the status of the selected employment entry.


Status

Pending

Save

Cancel

The drop-down provides two actions to select from. The Educator can choose to "Reject" the employment if the information is incorrect. This info can also be edited by LEA Support after the Educator chooses "Accept". Always remember to hit Save before leaving the page. The status of the employment will now be marked "Active" in green on the main Educator Employment page.

Start Date	End Date	LEA	Building	Edit
12/1/2022		Colonial IU 20 Active	COLONIAL IU 20 - Central Office	

The look of the Educator Dashboard will change once the pending employment has been accepted. The user will now be able to view and update their contact info, username, and password. More actions will be available on the right hand side of the Dashboard that includes viewing/printing an Act 48 transcript, adding events, and checking approvals for registrations and attendance.

The screenshot shows the 'Educator / Dashboard' for John Doe. The top navigation bar includes 'Welcome to CPE Tracker', notification icons, and a 'Log out' link. The left sidebar lists 'Educator', 'Dashboard', 'Employment', and 'Register for Class'. The main content area has a red banner about the PERMS website. Below are three panels: 'Educator Information' (with fields for name, email, phone, user ID, and password), 'Notification' (showing no notifications), and 'Actions' (with buttons for Employment, Approval, View / Print Transcript, and Add New Event). A bottom bar shows 'Employment Lea: East Penn SD'.

Password

It is important to create a secure password that is also easy to remember. Current passwords cannot be viewed, and they will need to be reset if forgotten. There is a link on the initial login screen to request that a reset link be sent to the email address associated with a CPETracker account. Please see the section on Resetting a Forgotten Password for more information.

Changing a Password

New employees that have logged in for the first time, or employees who have had their password reset by the LEA, must change their password before logging out of CPETracker. Selecting the Edit Password button at the bottom of the Educator Information box on the Dashboard will open a new page to Edit Educator.

The 'Edit Educator' page features a light blue banner with the text: 'Password must be 6 characters long and must contain 1 upper case, 1 lower case, 1 number and 1 special character.' Below this are two input fields: '*Password' and '*Confirm Password'. At the bottom right, there are 'Save' and 'Cancel' buttons.

The page will remind the Educator of the password requirements, and an error message will appear around the Password box if the requirements are not met. Click Save after confirming the changed password to complete the reset.

Resetting a Forgotten Password

The initial login screen provides a link to personally reset a forgotten password. This brief process will generate an email to the address associated with the user's account.



Log In

Log In

[Forgot Password](#) [Contact LEA Support](#)



For more information, please click on your intermediate unit:
[Colonial IU 20](#) | [Carbon-Lehigh IU 21](#)
If you need assistance contact you local system administrator.

Users that do not receive a reset email should check possible alternative addresses. Please use the Contact LEA Support link, shown opposite of the Forgot Password link in the above image, if an outdated email address is still attached to the account. The email address will be updated, and the password will be reset.

Forgot Your Password?

Please enter your userid for the account. An email will be sent to you with a link to reset your password.

Reset

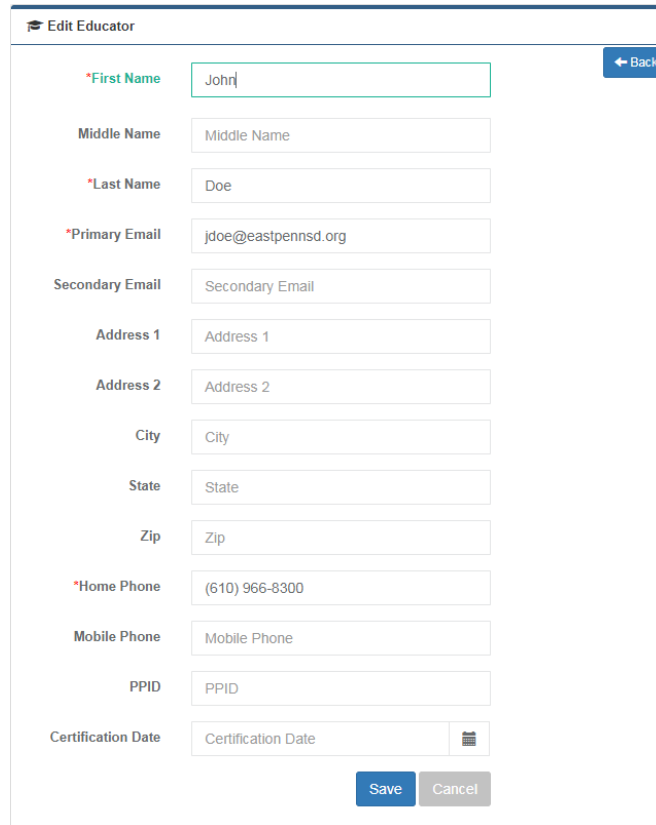
[Back to Log In](#)

PPID

All CPETracker users with a teaching certification **must** add their PPID number to their profile information. This number is the only way that CPETracker communicates with the PERMS to track Act 48 hours.

Adding PPID

To add a PPID number, select the Edit button below the Phone field to open the Edit Educator page. All contact information is edited from this page as well.



The screenshot shows the 'Edit Educator' form with the following fields and values:

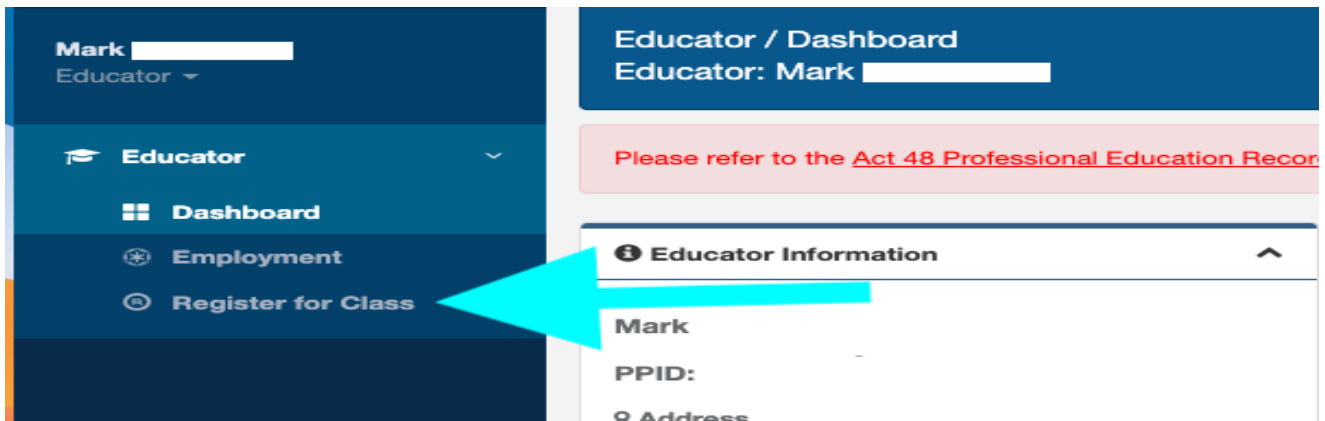
Field	Value
*First Name	John
Middle Name	Middle Name
*Last Name	Doe
*Primary Email	jdoe@eastpennsd.org
Secondary Email	Secondary Email
Address 1	Address 1
Address 2	Address 2
City	City
State	State
Zip	Zip
*Home Phone	(610) 966-8300
Mobile Phone	Mobile Phone
PPID	PPID
Certification Date	Certification Date

Buttons: Back, Save, Cancel

The PPID field is second from the bottom. Educators will also need to enter a Certification Date. The date entered can be the actual date of certification according to PDE or an arbitrary date of the user's choosing. In either event, **it is important to remember that Act 48 hours should always be checked using the Dashboard link to PDE's PERMS page.**

Register for Class

Educators can find and register for classes to earn Act 48 and/or Flex hours by using the tab on the left sidebar.



Searching for Courses

The Online Registration page will immediately display the current and upcoming events or courses within your LEA. Educators can browse through the list, or they can opt to search keywords* or timeframes. If searching for a specific course, enter the name or number in the Search bar and ensure that the Session From and Session To dates are correct to include the course. If you are searching for events outside of your LEA you can adjust the scope by selecting the IU and or the LEA portion of the page.

The image shows a screenshot of the 'Registration' page. At the top is a search bar with the text 'Search Event / Course' and a 'Search' button. Below the search bar are two rows of filters. The first row has 'Session From' and 'Session To' fields with calendar icons. The second row has 'IU' and 'LEA' dropdown menus, both currently set to 'Colonial IU 20'. Cyan arrows point to these dropdown menus. Below the filters is a pagination bar showing 'Showing 1 to 10 of 100 rows' and a set of buttons: 'First', 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', 'Next', 'Last'. The main content area displays a list of three courses, each with a dark blue header and a white body containing details and an 'Add to cart' button.

Vocabulary Strategies		Fee: \$0.00
SESSION NAME: Vocabulary Strategies	TARGET AUDIENCE: Hearing Staff	
ATTENDANCE: Min. 0, Max.	TOTAL REGISTERED: 6	REG DEADLINE: 12/8/2022 Open
PROVIDER: Colonial IU 20--Special Ed.	DATE: 12/7/2022 - 12/7/2022	TIME: 4:00 PM - 6:00 PM
		Add to cart

ELA/Math Functional Academic Curriculum (4)		Fee: \$0.00
SESSION NAME: ELA/Math Functional Academic Curriculum (4)	TARGET AUDIENCE: LSS Elem./Middle/Jr/SIS Staff	
ATTENDANCE: Min. 0, Max.	TOTAL REGISTERED: 5	REG DEADLINE: 12/15/2022 Open
PROVIDER: Colonial IU 20--Special Ed.	DATE: 12/15/2022 - 12/15/2022	TIME: 4:00 PM - 6:00 PM
		Add to cart

Learning Media Assessment (2)		Fee: \$0.00
SESSION NAME: Learning Media Assessment (2)	TARGET AUDIENCE: Vision Staff	

Registering for a Course

To register for a course, click the Add to Cart button.

Vocabulary Strategies			Fee: \$0.00
SESSION NAME: Vocabulary Strategies	TARGET AUDIENCE: Hearing Staff		
ATTENDANCE: Min. 0, Max.	TOTAL REGISTERED: 6	REG DEADLINE: 12/8/2022 Open	HOURS: 2 HR
PROVIDER: Colonial IU 20--Special Ed.	DATE: 12/7/2022 - 12/7/2022	TIME: 4:00 PM - 6:00 PM	Add to cart

Adding the course to the cart will bring up the course information. Users should review the information carefully when registering to ensure that they meet the requirements, are part of the Target Audience, and that the course is relevant for their area and considered new learning.

Vocabulary Strategies

Vocabulary Strategies

Provider	Colonial IU 20--Special Ed.
Session Date	12/7/2022 - 12/7/2022
Time	4:00 PM - 6:00 PM
Days	1 days
Course Code	
Target Audience	Hearing Staff
Event Type	Education in the Workplace
Location	via Zoom
Instructor	T. Kelly / T. Thompson-Cooke
Instructor Bio	TBD
Fee	\$0.00
Credits / Hours	2 hours
Flex hours	0
Pre-Requisites	As requested by Supervisor
Event Notes	N/A
Session Notes	
Cancellation Policy:	None

Approval Employment

Colonial IU 20

[Add To Cart](#)

[Cancel](#)

This page will display all of the details pertaining to the course:

Provider: The entity hosting the course.

Session Date: The start and end date of the event.

Time: The start and end time of the event.

Days: Courses will have the number of sessions listed here if more than one.

Course Code: This field may be used for registered courses with PDE.

Target Audience: Who the course is appropriate for.

Event Type: How the event is categorized for Professional Development.

Location: Where the course is being held.

Instructor: Who will be facilitating the course.

Instructor Bio: Providers may choose to include information on the instructor here.

Fee: How much the course will cost.

Credits/Hours: How much Act 48 is awarded upon completion.

Flex hours: The amount of Professional Development hours awarded upon completion.

These are the hours that teachers need to track for district PD transcripts.

Pre-Requisites: What is needed prior to participating in the course.

Event Notes: Additional information pertinent to the class will be provided here.

Session Notes: Additional information pertinent to the class will be provided here.

Cancellation Policy: Notes on class cancellation.

Approval Employment: The district that is approving the hours earned.

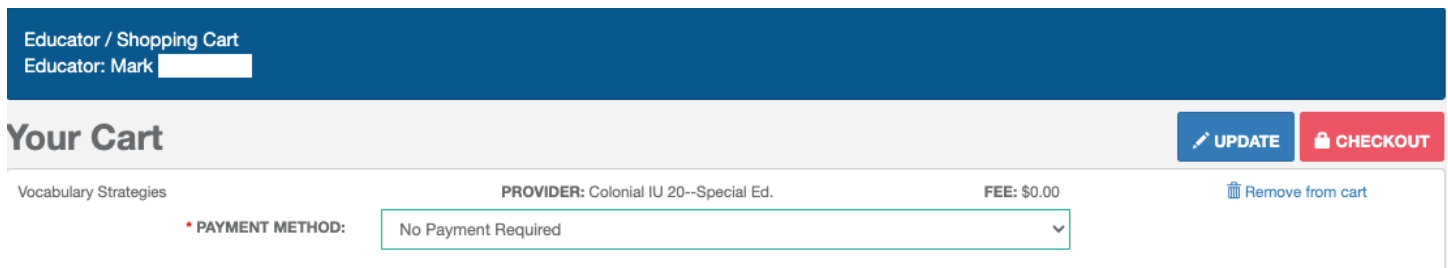
Click Add to Cart again to officially add the course to the CPE Tracker shopping cart.

Checking Out

Educators will need to select the shopping car in the upper right hand corner of the CPE Tracker web page to continue the registration process.



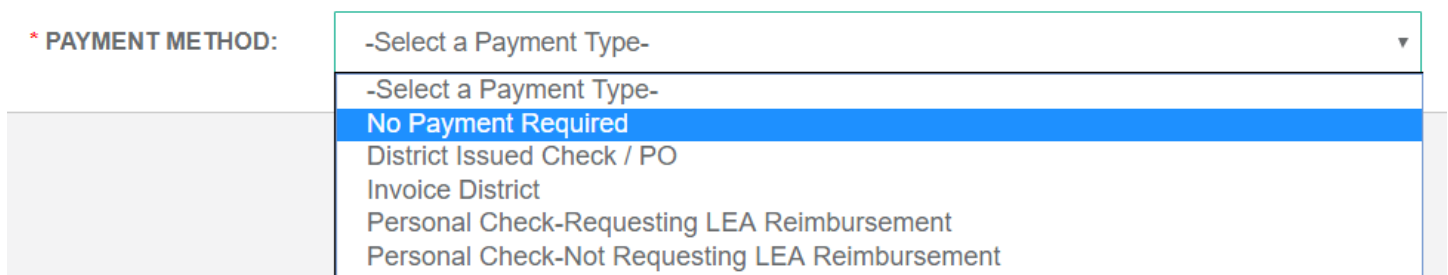
A number will now appear above the shopping cart to reflect the number of items needing to be “ordered”. Clicking on the cart will allow the Educator to review the courses that they have added so far.



Payment Method

Before continuing to Checkout, Educators must select a Payment Method.

If the course has no fee, select the **No Payment Required**.



After selecting a Payment Method, hit Checkout. This will generate the Order Summary page. Courses will only show on this page if there is a fee, otherwise the Order Summary will show a \$0.00 amount total.

Process Order

Order Summary

No Payment Required

1 registration(s) payment amount \$0.00

[Back To Cart](#)

[Place Order](#)

To complete the registration process, click Place Order to finalize registration for the selected courses. An information box will appear to confirm that the order has been placed. An email will also be sent to the email address associated with the user account to confirm the course registration.

Information

1 registration(s) for non credit card payment saved successfully.

[Close](#)