eDoctrina

eDoctrina Help Guide

PD30 Completing Required Training

Paterson Public Schools
Learning Today, Leading Tomorrow

Navigate with Confidence

These guides will provide an overview of the form's completion process from the perspective of both the appraiser and employee. They will outline the entire workflow, from start to finish, ensuring a clear understanding of each step involved.

The guides will also feature a section offering helpful tips and key information to assist you as you fill out the form.

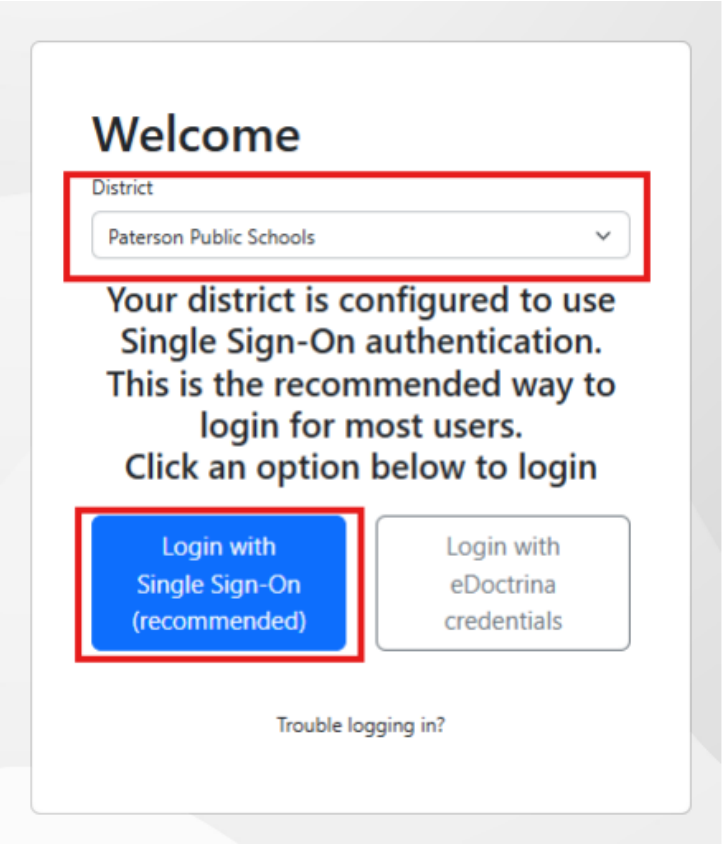
Note: The screenshots within this guide reflect a specific user type. While the steps and functions are similar, your form's specific contents may appear different.

Additional Tips and Information

 = This symbol indicates special attention is needed.

 = This symbol highlights a tip or important information.

To access eDoctrina, please log in to your account



PD30 Training

Step 1: Click on My PD30.

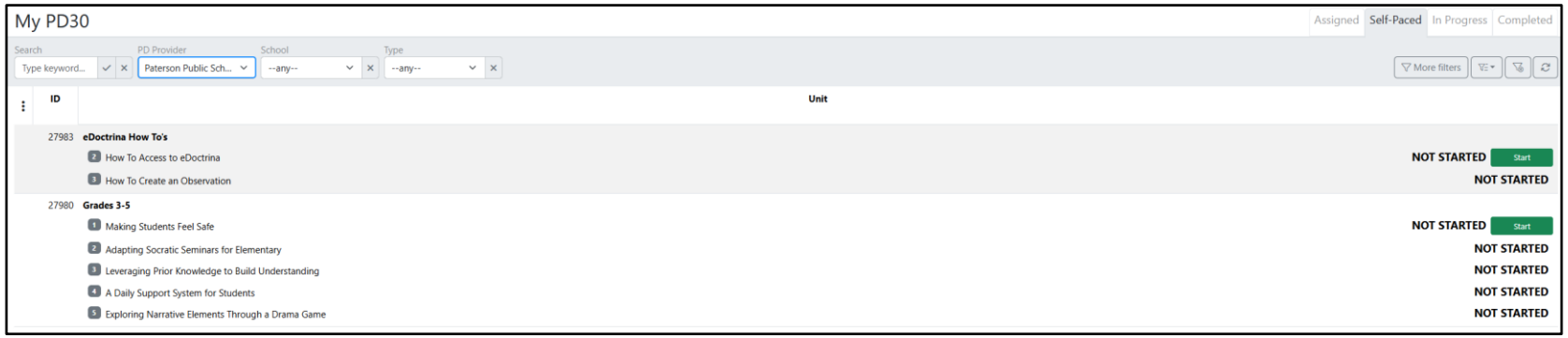


Additional Tips and Information

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PD30 Training

Step 2: Trainings will be found under the appropriate tab. Click Start.



Each PD30 tab represents different learning opportunities or progress.

Assigned Courses you have been assigned and required to complete.

Self-Paced Courses you can choose to complete.

In Progress Courses you are currently taking.

Completed Courses you have already taken.

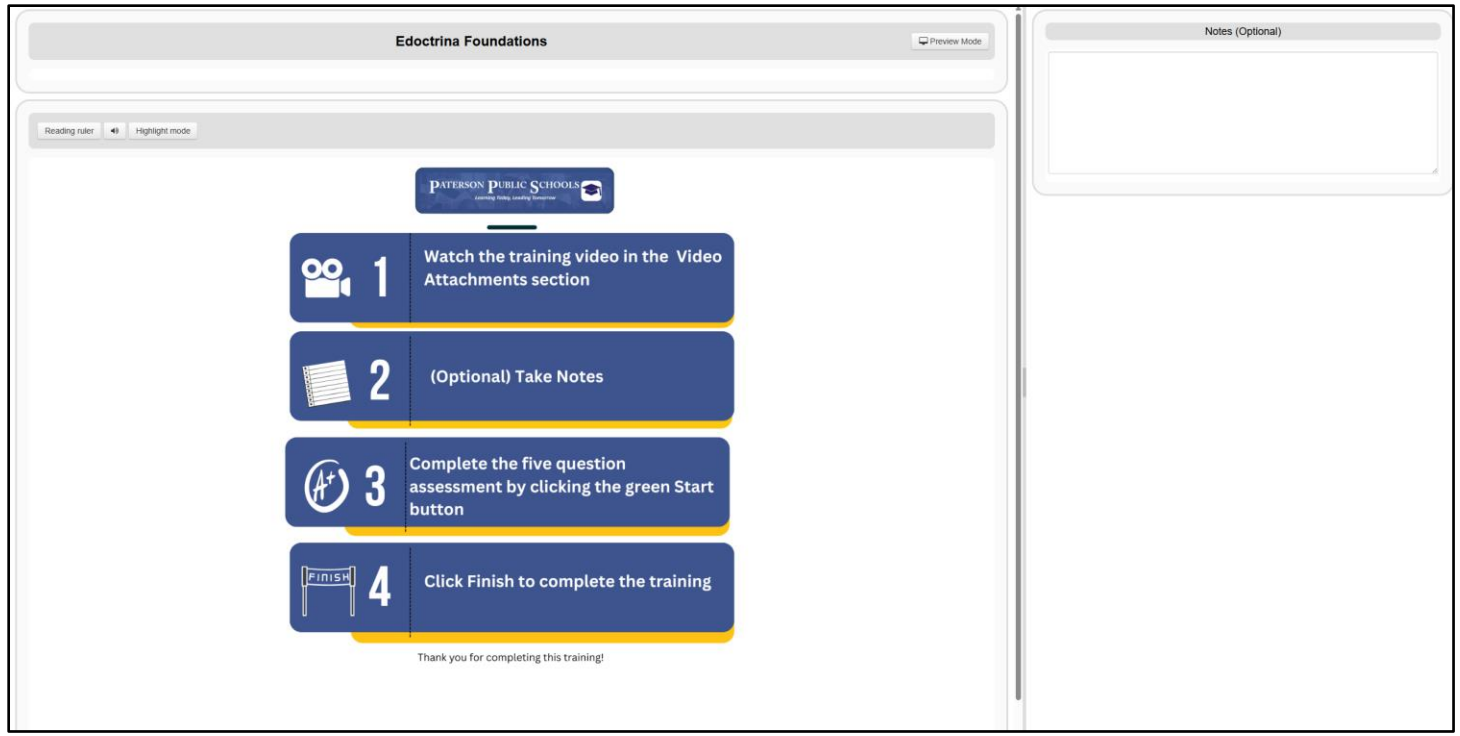
Additional Tips and Information

- The training will open in a new tab.
- If you have already started a training, but did not complete it, click on the "In Progress" tab. When you have successfully completed the training, it will shift to the "Completed" tab.
- This module will be accessible throughout the school year.

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PD30 Training

Step 3: Follow the directions within the module.



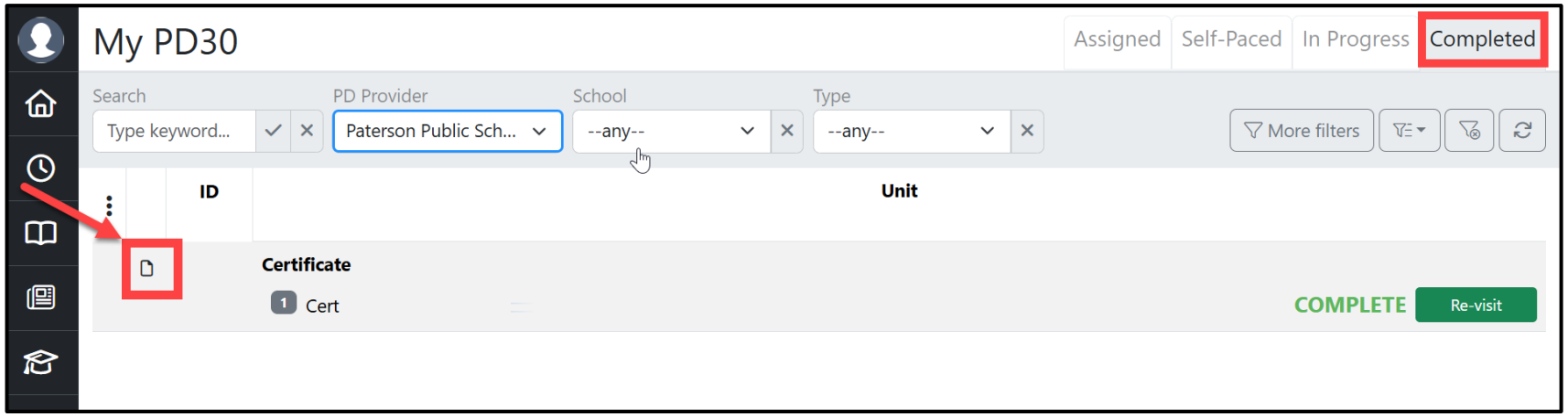
Additional Tips and Information

Click “Finish” to ensure the training is marked as Complete.

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Step 4: Download your certificate by visiting the **Completed** tab and clicking the certificate icon.



Additional Tips and Information

The certificate will open in a new tab. Please download and save for your records.



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Department of Accountability

Contact Us

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973-321-0630

eDoctrina

Thank you for sharing time and space with us today. We appreciate your diligence We appreciate your attention to preparation We appreciate your unrelenting support toward student achievement!