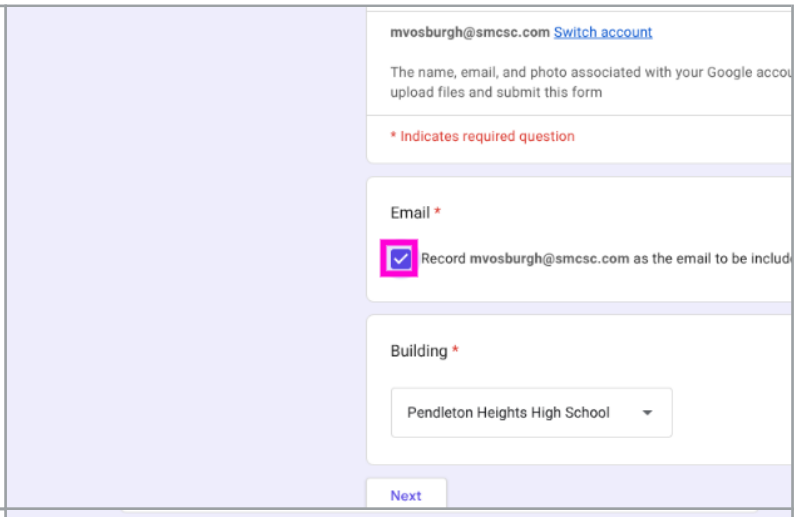
Scan to go to the interactive player

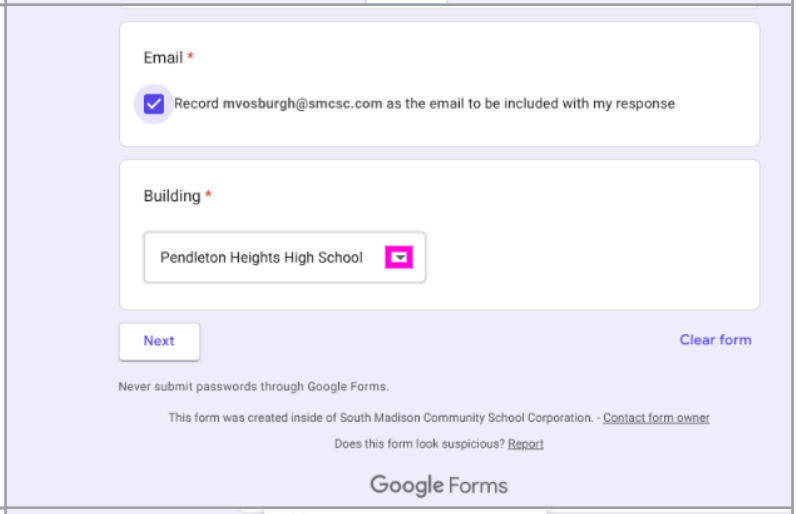
1.

The first step is to open SMCSC PD Tracking and click Record staffname@smcsc.com as the email to be i...



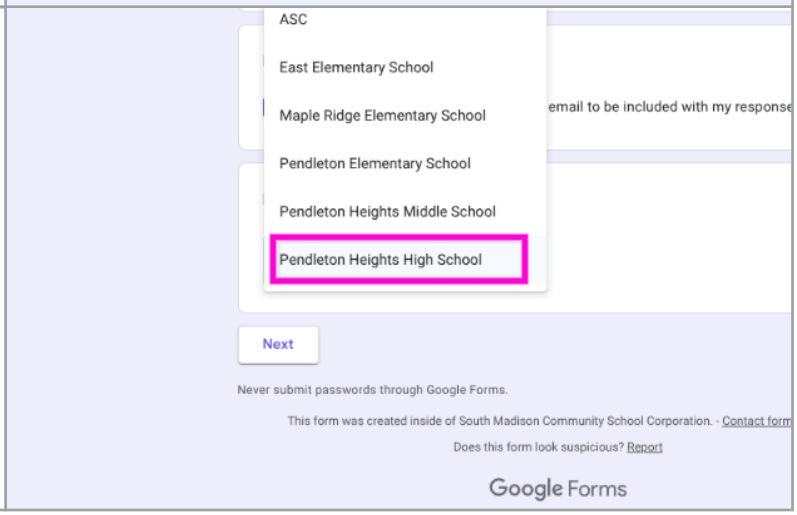
2.

Click to select your building

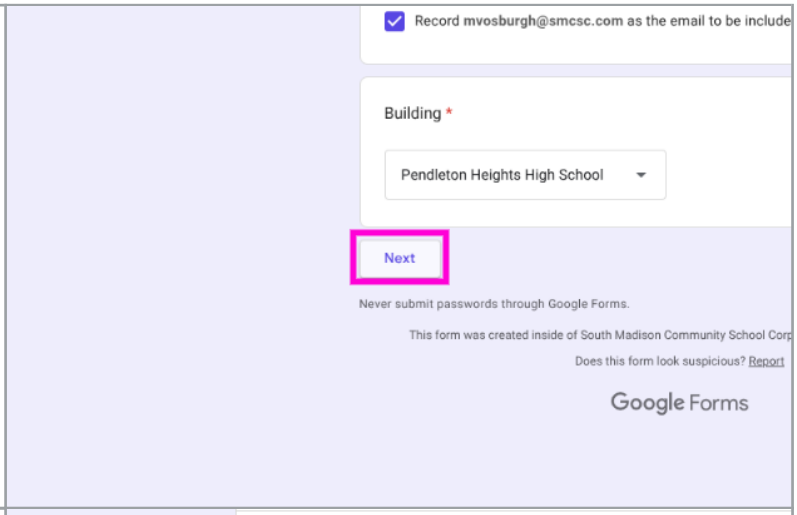


3.

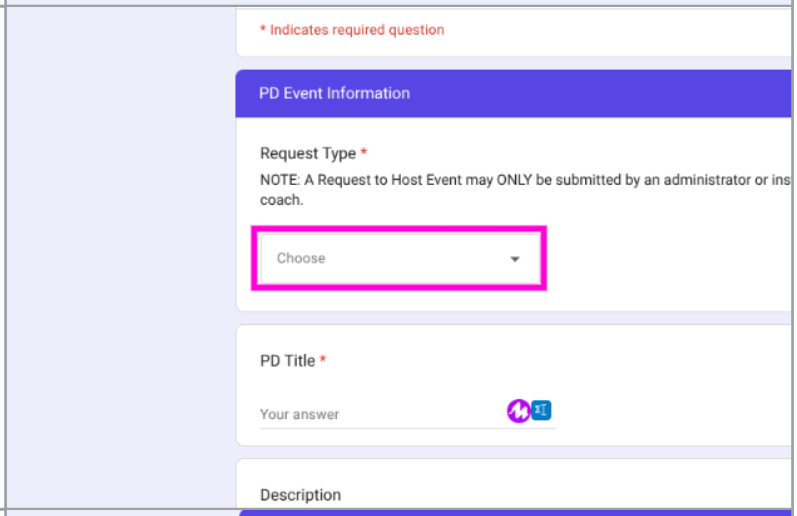
Select your building



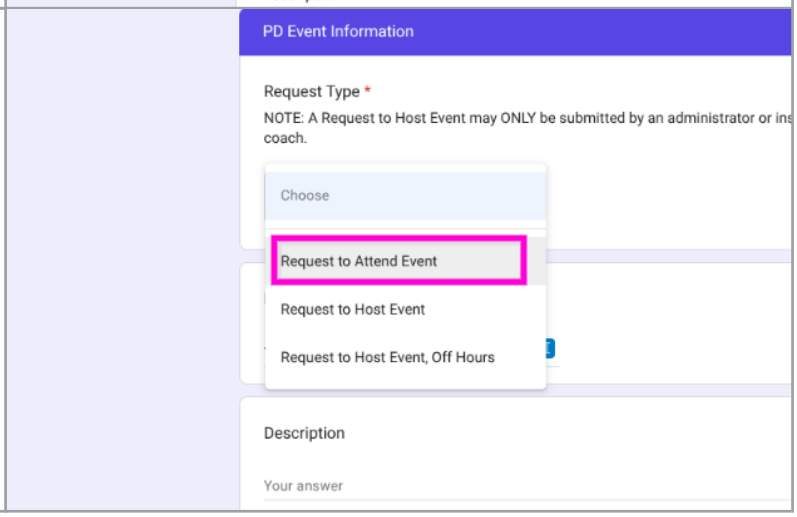
4. Click Next



5. Click Choose

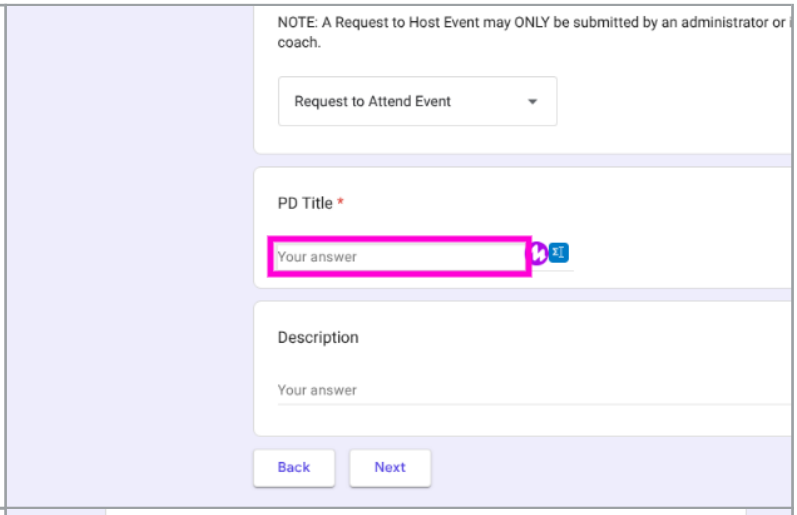


6. Click Request to Attend Event



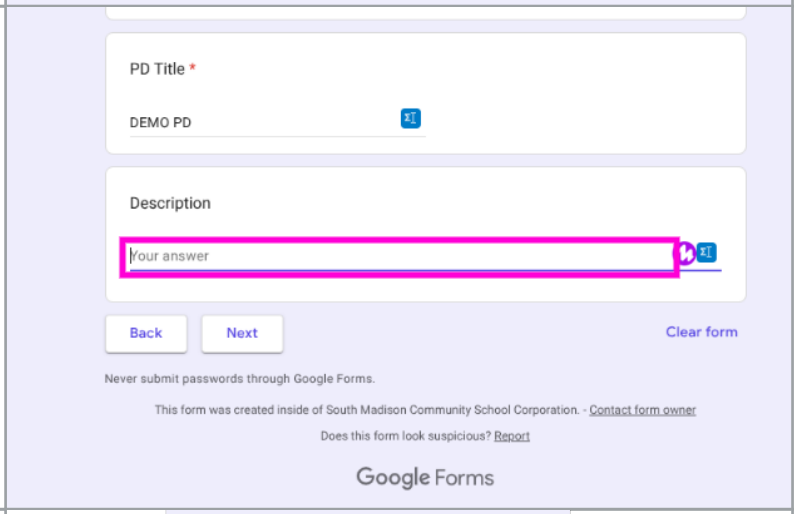
7.

Click here and add the name of the PD you wish to attend



8.

Click here and add the event Description



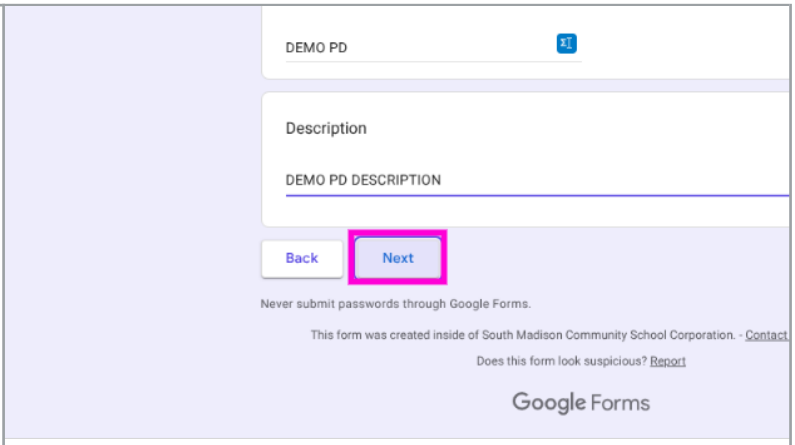
8b.

Click



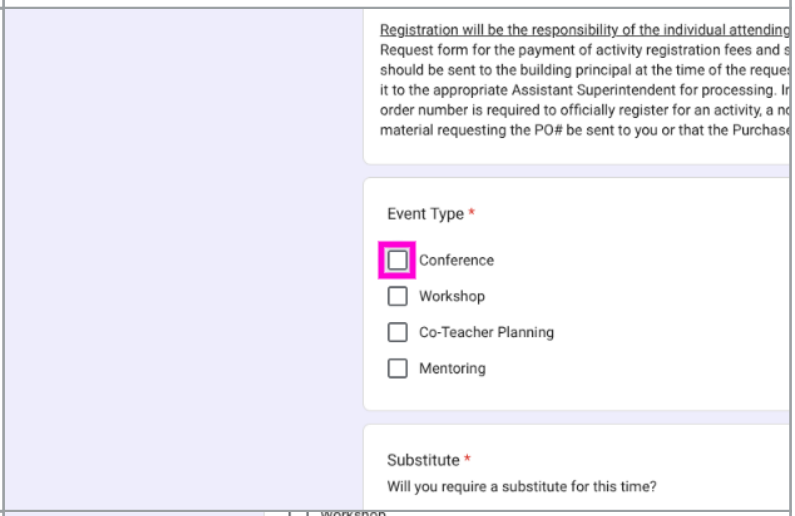
9.

Click Next



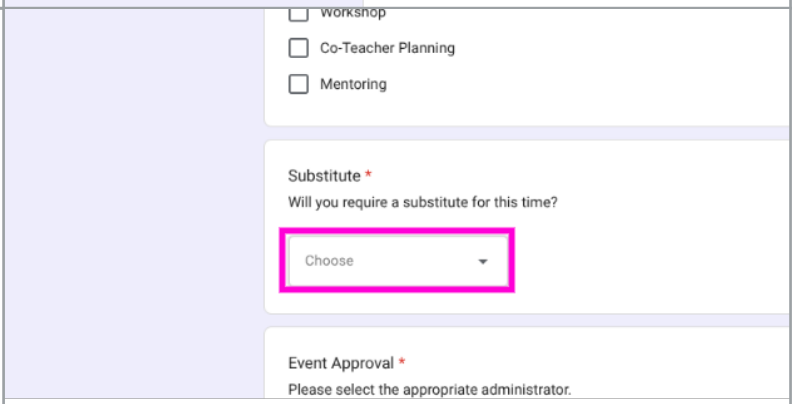
10.

Select the event type



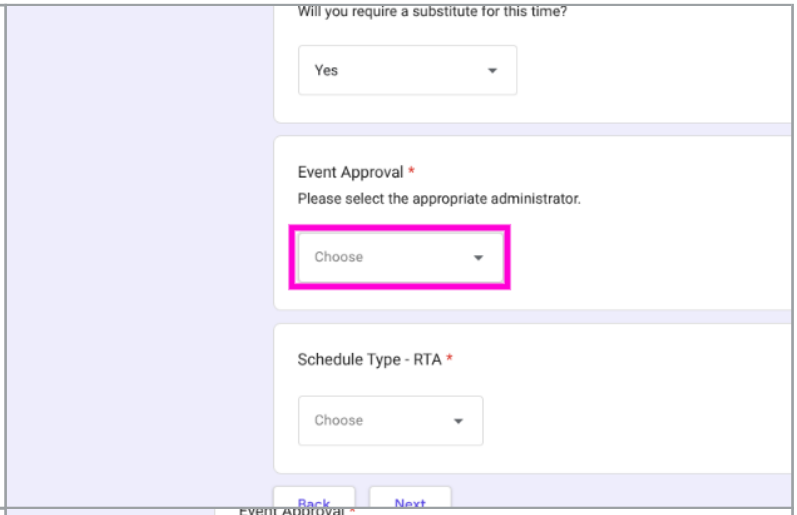
11.

Click here and indicate whether or not a sub will be needed



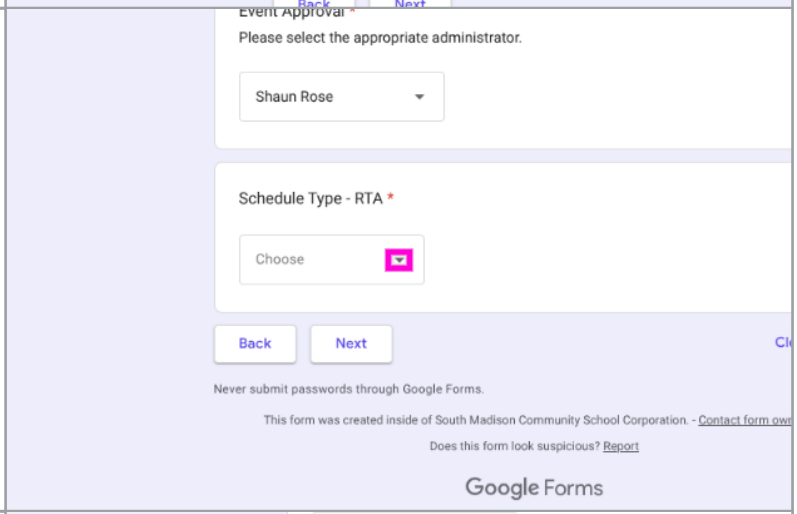
12.

Scroll down and select your building administrator



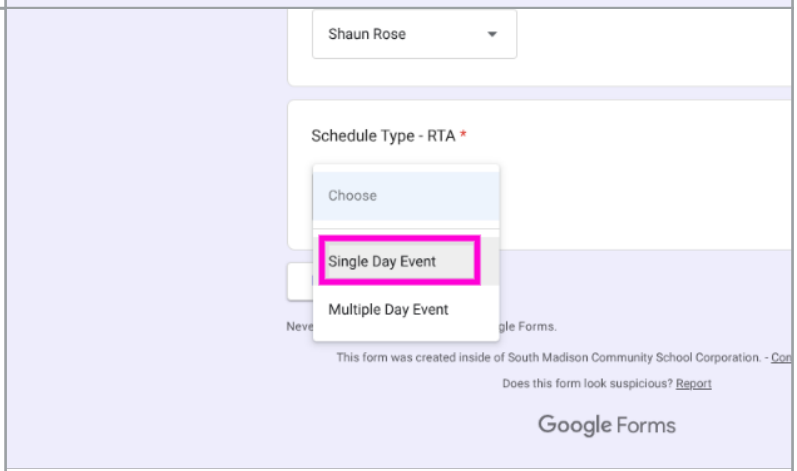
13.

Click here

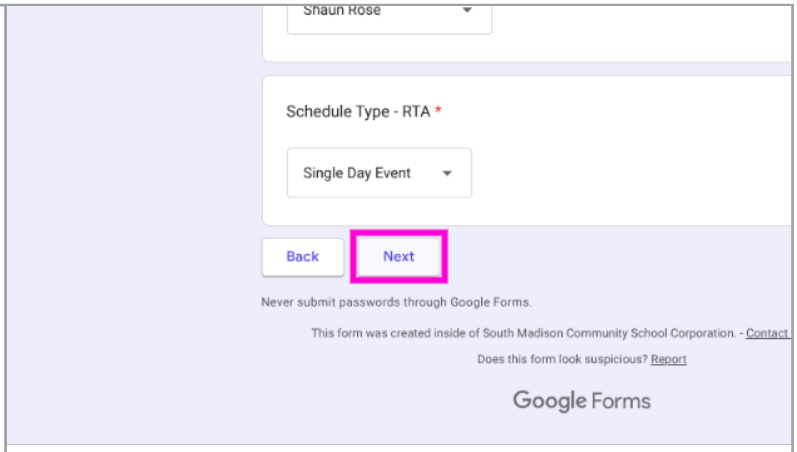


14.

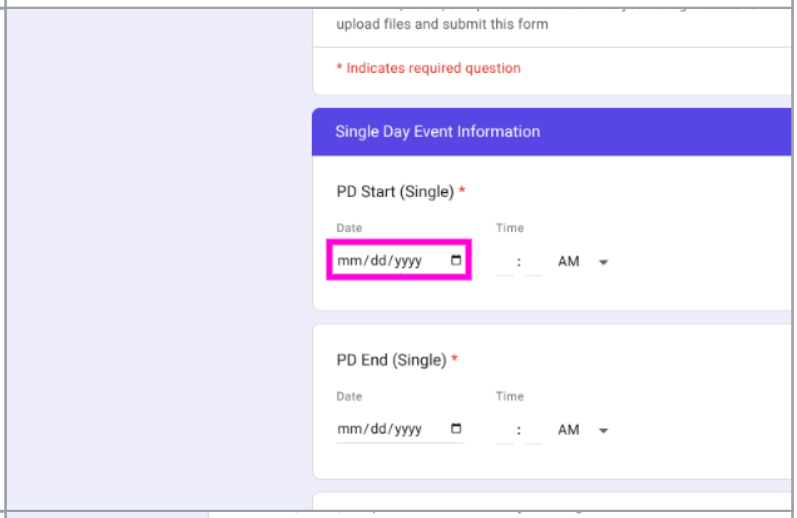
Click here and indicate whether or not this is a single day PD event or a multiple day PD event (up to 10 days for one submission)



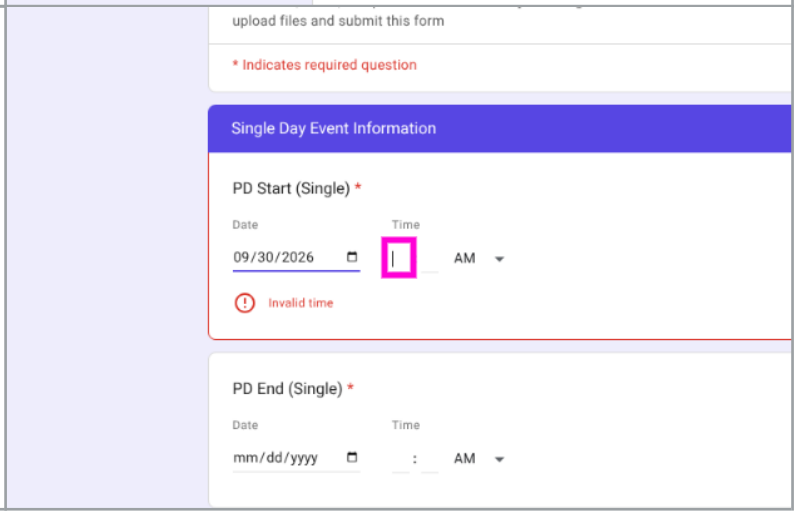
15. Click Next

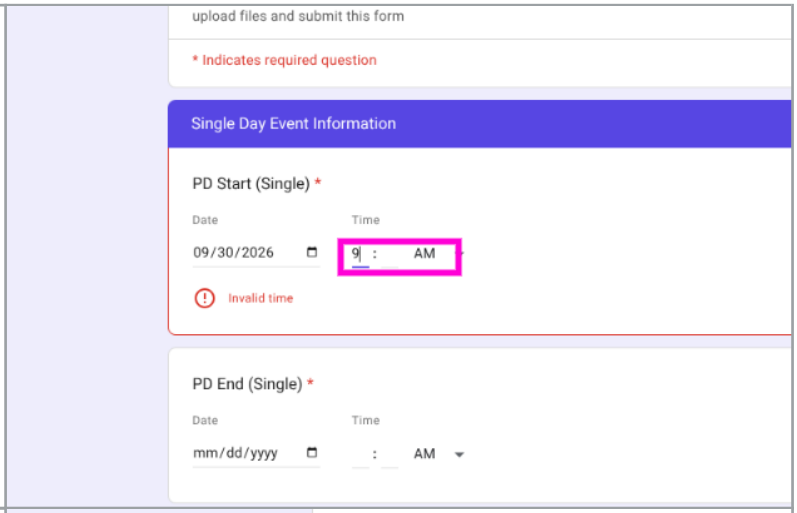
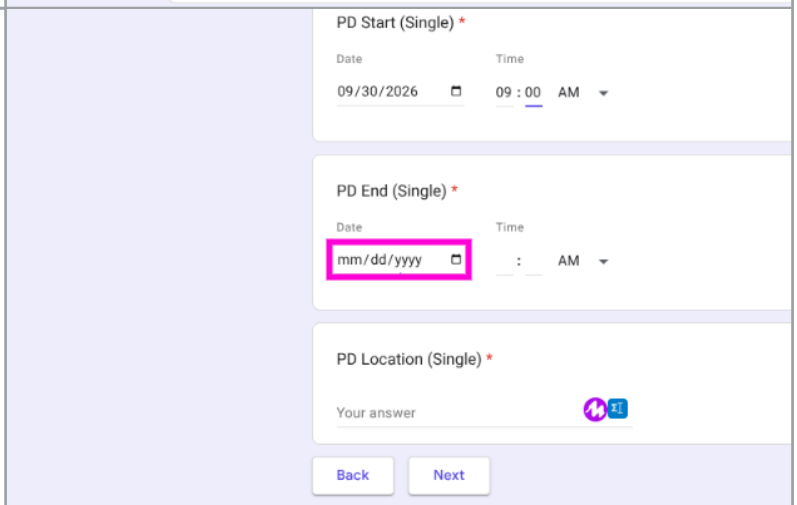
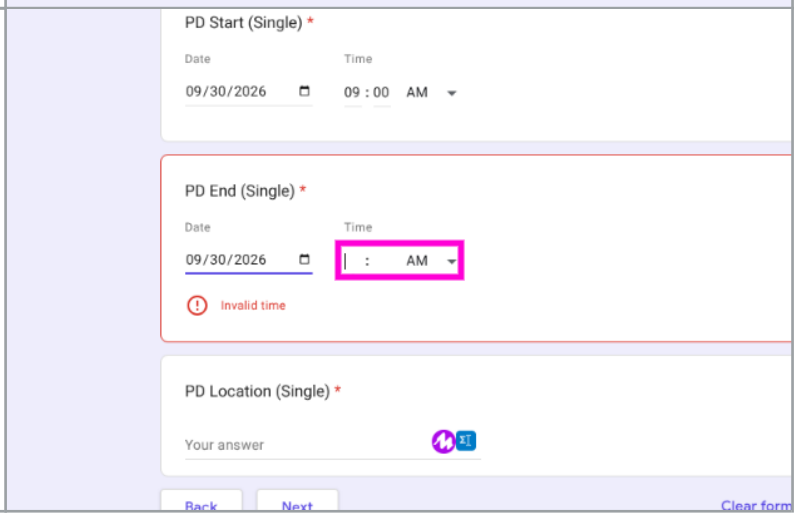


16. Click Date and select the start date of the PD



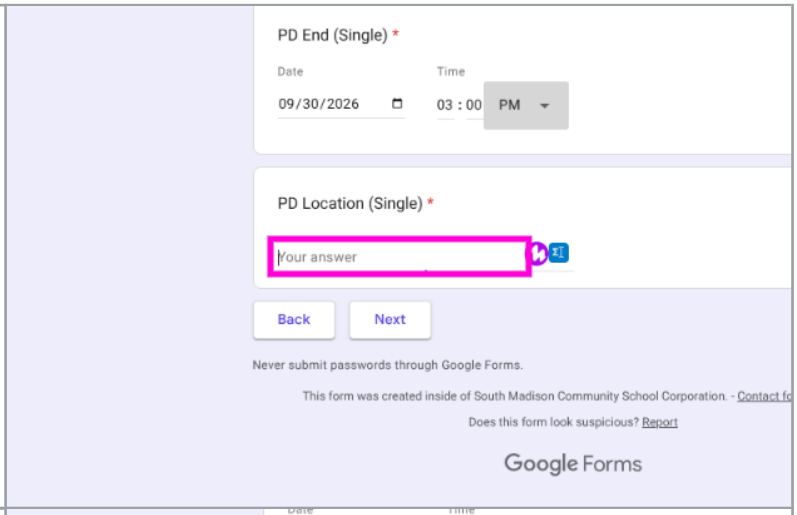
17. Click Hour



18. Click here and select the start time of the PD	
19. Click Date and select the end date of the PD	
20. Click Here and select the end time of the PD	

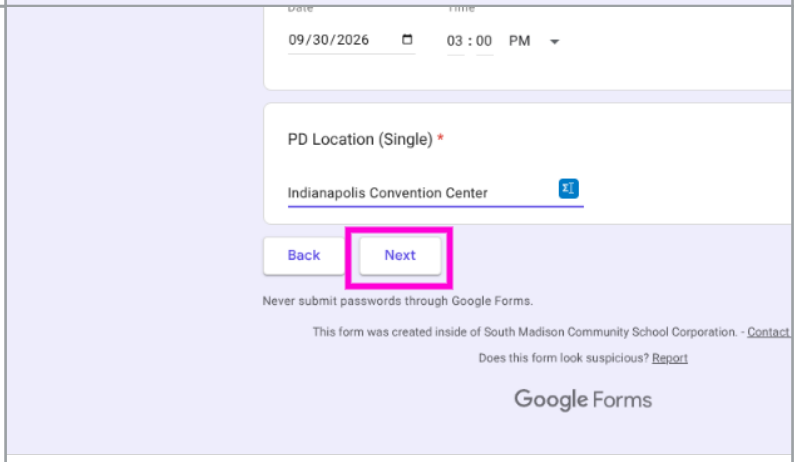
21.

Click here and enter the PD location



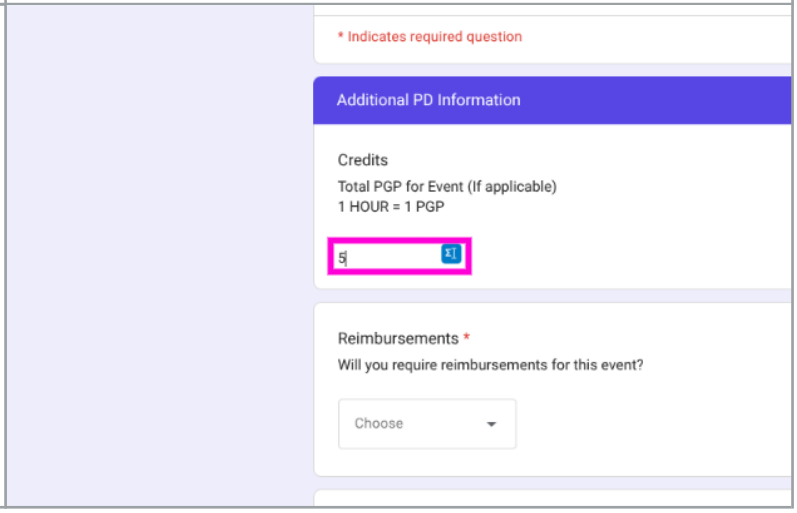
22.

Click Next



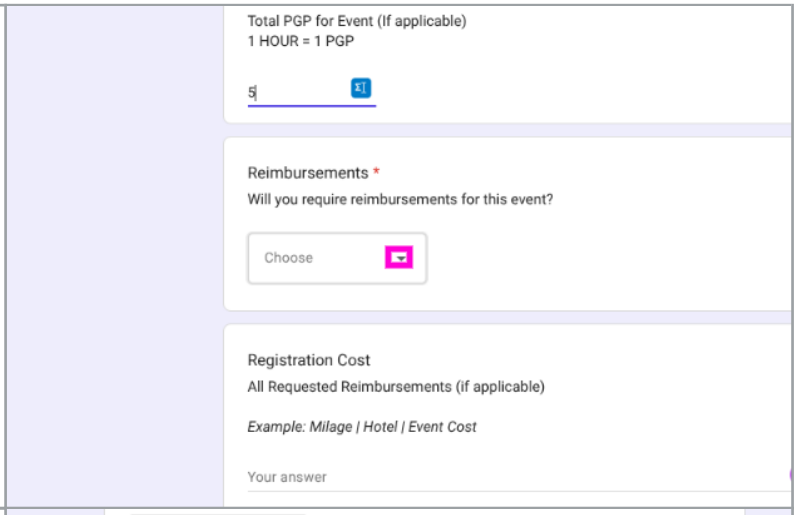
23.

Click here and enter the number of PGPs to be earned from the PD event



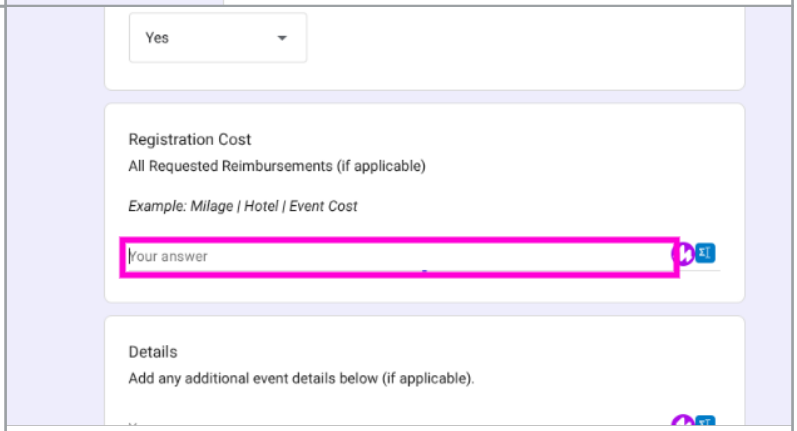
24.

Click here and indicate whether or not you will request reimbursements related to the event



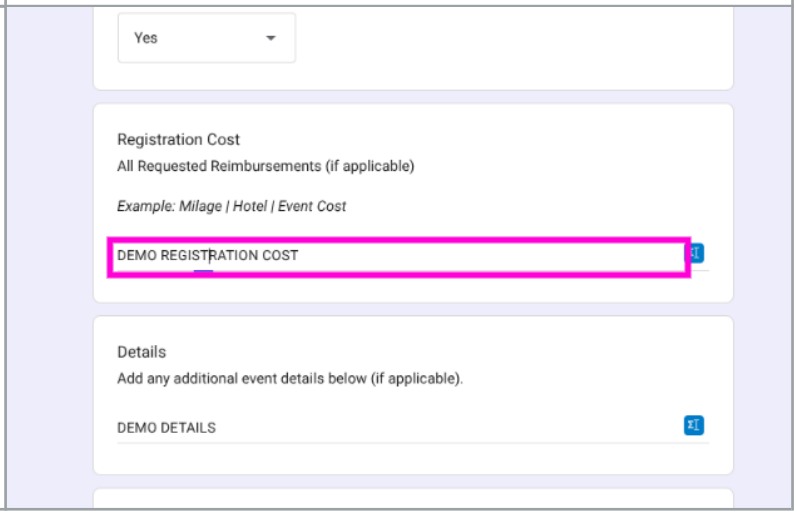
25.

Click here and describe the costs associated with the event



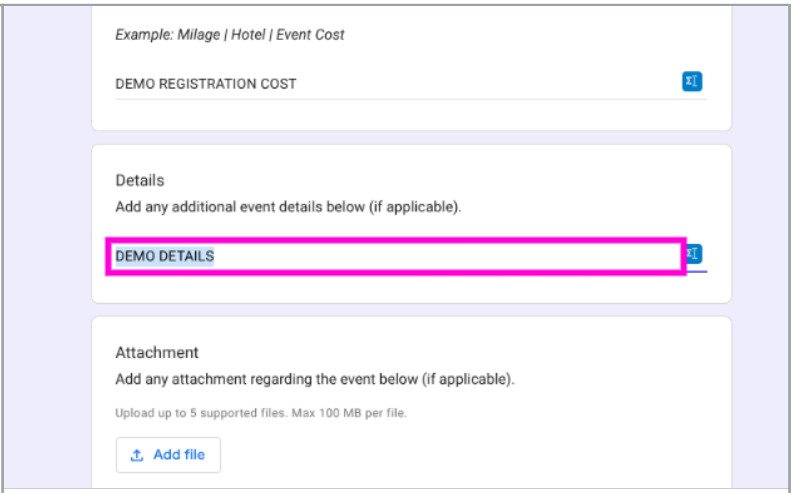
26.

Click Your answer



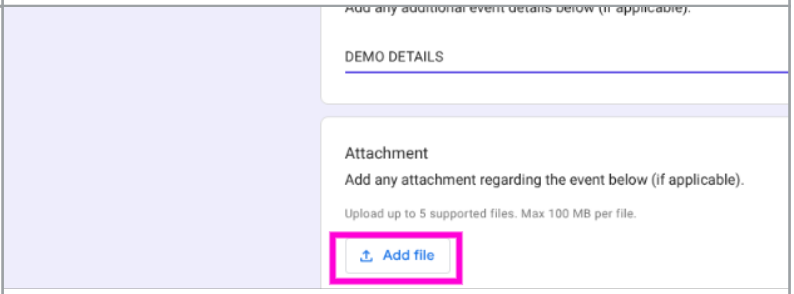
27.

Click here to add any additional details related to the event



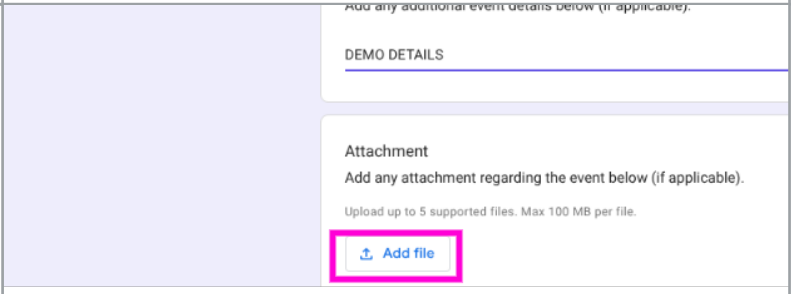
28.

Click here to add any additional documentation related to the PD event



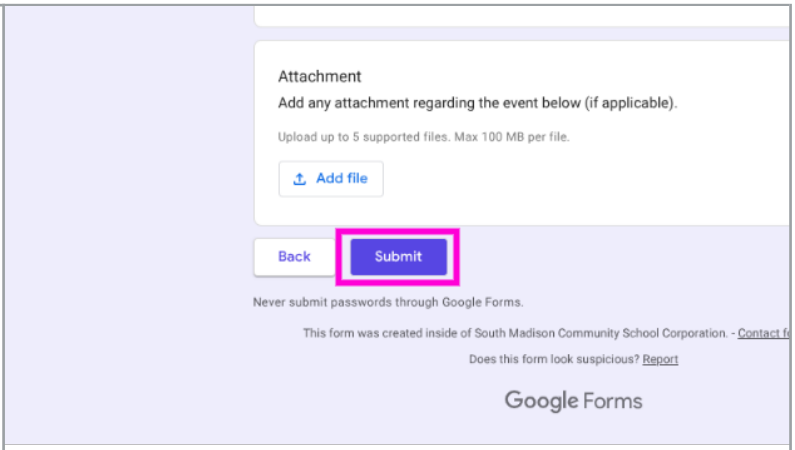
29.

Click here to add any additional documentation related to the PD event



30.

Click Submit - an email will be sent with an attachment you can use to track your requests progress



31.

Scroll down and that's it. You're done.

Tutorial completed.

Congratulations on finishing this tutorial.