



NEW & IMPROVED: Online Registration for Professional Development

- TC Faculty and Staff can now 'sign up' for workshops in advance, and be electronically added to the sign in sheet. Datatel won't always allow staff to easily add employees to workshops, so 'signing up' helps ensure accurate records
- In TConnect, select the Faculty (or Employee, or Staff, as appropriate)



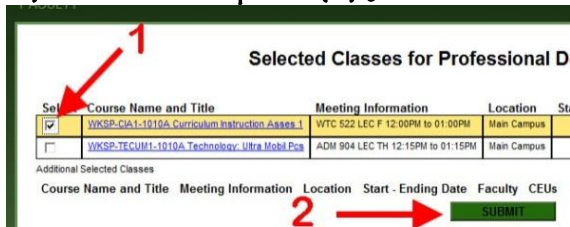
- Then under Professional Development, click [Search and/or Register for Professional Development Offerings](#)

Step 1, As there are so few workshops at any given time, **just click [Submit] to get started**



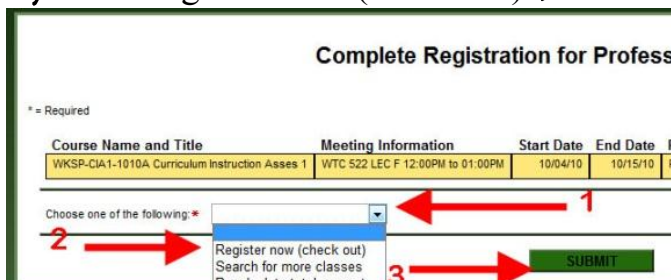
Step 2, Once the listing appears

1) Select the option(s) you wish to attend, and 2) choose [Submit]



Step 3 To finish signing up for a workshop or conference item

1) select the drop down box next to "Choose one of the following"
2) click "Register Now (Checkout)", and then 3) click [Submit]



How to read your Professional Development Summary

Data details
Workshop Title

TEMPLE____COLLEGE	11/04/10(08:59AM)
PROFESSIONAL DEVELOPMENT RECORD	
For: Your Name goes here	ID: Your ID goes here
Professional Development for FA2010 Fall 2010	
Course/Description Days____ Times_____ Bid/Room Instructor	Start/End Dates____CEUs____Gr
WKSP-TCPOL2-0910A T 12:30PM-01:30PM ADM 904 R. Collins	09/28/10-09/28/10 S
Campus Issues: Tenure Policy	"Grade" 