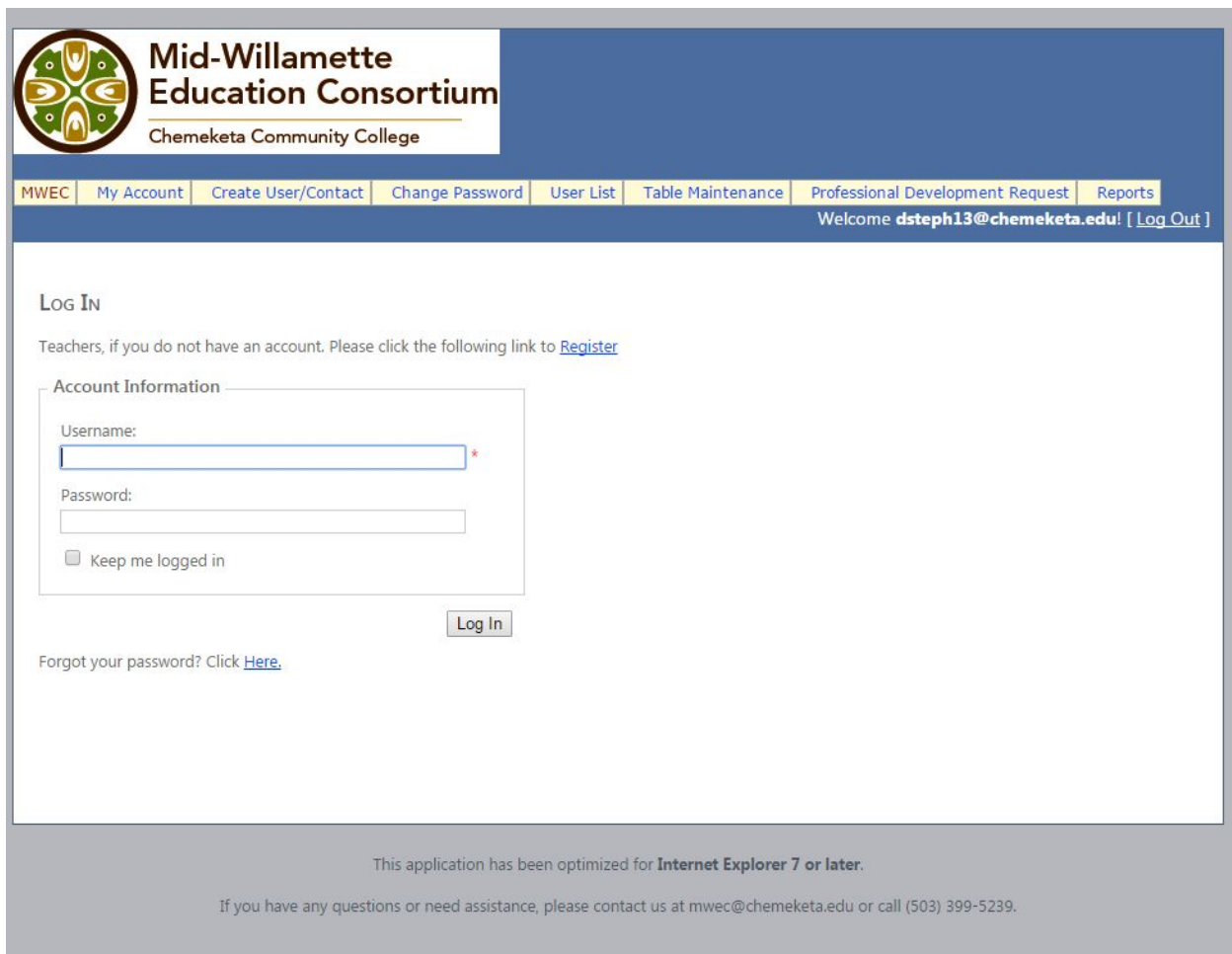


MWEC Professional Development (PD) Planning and Site Instructions

1. In your web browser, go to <http://mwec.wesd.org>.
2. Log In using your email as your user name

Or

Click on “Register” to set up an account if you do not have one already.



The screenshot shows the login page for the Mid-Willamette Education Consortium. At the top left is the logo, a circular emblem with four stylized figures. To its right is the text "Mid-Willamette Education Consortium" and "Chemeketa Community College". A navigation bar contains links: MWEC, My Account, Create User/Contact, Change Password, User List, Table Maintenance, Professional Development Request, and Reports. A welcome message reads "Welcome dsteph13@chemeketa.edu! [Log Out]". The main content area is titled "LOG IN" and includes a message for teachers without accounts: "Teachers, if you do not have an account. Please click the following link to [Register](#)". Below this is a form titled "Account Information" with fields for "Username:" and "Password:". The "Username" field has a red asterisk on the right. A checkbox labeled "Keep me logged in" is below the password field. A "Log In" button is at the bottom right of the form. A link "Forgot your password? Click [Here](#)." is below the button. The footer contains the text: "This application has been optimized for Internet Explorer 7 or later." and "If you have any questions or need assistance, please contact us at mwec@chemeketa.edu or call (503) 399-5239."

2. Click on the tab labeled "Professional Development Request" at the top of the screen

MWEC | My Account | Change Password | Professional Development Request

Mid-Willamette Education Consortium
Chemeketa Community College

Welcome **debbie.stephens@chemeketa.edu!** [Log Out]

MWEC >> My Account

Please review if your information below is accurate and make any changes if necessary.

First Name:
Last Name:
District:
Job Title:

[UPDATE](#)

Email Addresses

	Email Address	Is Primary?
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	debbie.stephens@chemeketa.edu	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>	<input type="text"/>	<input type="checkbox"/>

Phone Numbers

	Phone Type	Phone Number
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Work	5035847401
<input type="button" value="Save"/> <input type="button" value="Clear"/>	- Select -	<input type="text"/>

Addresses

	Address Type	Street	City	State	Zip	County
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Work	4000 Lancaster Dr NE	Salem	OR	97305	Marion County
<input type="button" value="Save"/> <input type="button" value="Clear"/>	- Select -	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	- Select -

This screen will list any professional development events to which you have requested approval.

MWEC | My Account | Change Password | Professional Development Request

Mid-Willamette Education Consortium
Chemeketa Community College

Welcome **debbie.stephens@chemeketa.edu!** [Log Out]

MWEC >> Professional Development Request

[Create a NEW Professional Development Request](#)

Supervisor Approval Status: MWECE Approval Status: Evaluation Status:

Name	School	Event	Start Date	End Date	Location	Supervisor Approval Status	MWECE Approval Status	Evaluation Status
Select Teacher, Test CCC-Applied Technology PLC			3/3/2016	3/4/2016	Chemeket	<input type="text" value="Pending"/>	<input type="text" value="Pending"/>	Event has not transpired


1

Events already listed in the system

This application has been optimized for
If you have any questions or need assistance, please contact us at mwec@chemeketa.edu or call (503) 399-5239.

3. To request a new event, Click on "Create a New Professional Development Request."

MWEC | My Account | Change Password | Professional Development Request

 **Mid-Willamette Education Consortium**
Chemeketa Community College

Welcome **debbie.stephens@chemeketa.edu!** [Log Out]

MWEC >> Professional Development Request

[Create a NEW Professional Development Request](#) Click on this link to create a new event request

Supervisor Approval Status: MWEC Approval Status: Evaluation Status:

Name	School	Event	Start Date	End Date	Location	Supervisor Approval Status	MWEC Approval Status	Evaluation Status
Select Teacher, Test CCC-Applied Technology PLC			3/3/2016	3/4/2016	Chemeket	<input type="text" value="Pending"/>	<input type="text" value="Pending"/>	Event has not transpired


1

This application has been optimized for **Internet Explorer 7 or later.**

If you have any questions or need assistance, please contact us at mwec@chemeketa.edu or call (503) 399-5239.

4. Complete the following fields:

MWEC
My Account
Change Password
Professional Development Request



**Mid-Willamette
Education Consortium**
Chemeketa Community College

Welcome **debbie.stephens@chemeketa.edu!** [[Log Out](#)]

MWEC >> [Professional Development Request](#) >> Create/Edit

Approved Career & Technical Education Professional Development Activities will:

- Focus on rigorous academic and technical skill attainment for students
- Results in improved student performances
- Promote integration: academic & technical, state and federal, secondary and post-secondary
- Improve utilization of data to improve student performance

NOTE: By requesting this Professional Development event, you are stating that it is necessary/required.

Name	District	Job Title	Email	Phone Type	Phone Number
Test Teacher	MWEC	TEST	debbie.stephens@chemeketa.edu	Work	5035847401

School	Program Area
- Select -	- Select -

Select your school and program area

ACTIVITY INFORMATION

Event	Location	Start Date	End Date
- Select - Other			

Select the event name, location, start date and end date

PERKINS LOCAL PLAN ALIGNMENT

Local Plan Alignment: - Select -

Select the local plan alignment (most likely Professional Development) from the list.

Notes:

Add any notes, special circumstances we should be aware of, and accommodations needed here

BREAKDOWN OF FUNDS REQUESTED

Cost Type	Amount	Notes
+ - Select -		

If you have changes to your request, please email your specific changes to: mwec@chemeketa.edu as soon as possible.

5. Breakdown of Funds Requested –

BREAKDOWN OF FUNDS REQUESTED

Cost Type	Amount	Notes
+ - Select -		

If you have changes to your request, please email your specific changes to: mwec@chemeketa.edu as soon as possible.

Submit Professional Development Request Form

How "Stuff" is Paid for

- Select the Cost Type from the List.
- Type in the estimated amount of the Cost Type as follows: xxx.xx

BREAKDOWN OF FUNDS REQUESTED

Cost Type	Amount	Notes
Registration	\$250.00	
+ Hotel	300.00	

If you have changes to your request, please email your specific changes to: mwec@chemeketa.edu as soon as possible.

Submit Professional Development Request Form

Click on the plus sign, "+", after you fill in the information for each cost type added. This will bring up a new line for any additional costs.

6. After all costs are added, click on "Submit Professional Development Request Form."

7. The request will go to your Administrator to be approved or denied.

8. If the event is approved by your Administrator, it will go to MWEC to be approved or denied.

9. If the event has been approved by both your Administrator and MWEC, the event is a Perkins approved event.

10. To have MWEC register you for the conference, arrange airfare, and/or arrange lodging, complete the Conference Planning Travel Worksheet saved on your MWEC USB drive and submit the signed form to:

Chemeketa Community College/MWEC

Attn: Maggi Daugherty

P O Box 14007


Salem OR 97309

Or email it to:

maggi.daugherty@chemeketa.edu

11. After the event is completed, you need to complete the Evaluation for the event. The link to the evaluation is to the right of the event in your event list.

MWEC | My Account | Change Password | Professional Development Request

 **Mid-Willamette Education Consortium**
Chemeketa Community College

Welcome **debbie.stephens@chemeketa.edu!** [[Log Out](#)]

MWEC >> Professional Development Request

[Create a NEW Professional Development Request](#)

Supervisor Approval Status: MWEC Approval Status: Evaluation Status:

	Name	School	Event	Start Date	End Date	Location	Supervisor Approval Status	MWEC Approval Status	Evaluation Status
Select	Teacher, Test	CCC-Applied Technology PLC		3/3/2016	3/4/2016	Chemeket	<input type="text" value="Approved"/>	<input type="text" value="Approved"/>	Event has not transpired
Select	Teacher, Test	CCC-Applied Technology PLC		2/2/2016	2/3/2016	McMinnville HS	<input type="text" value="Approved"/>	<input type="text" value="Approved"/>	Pending

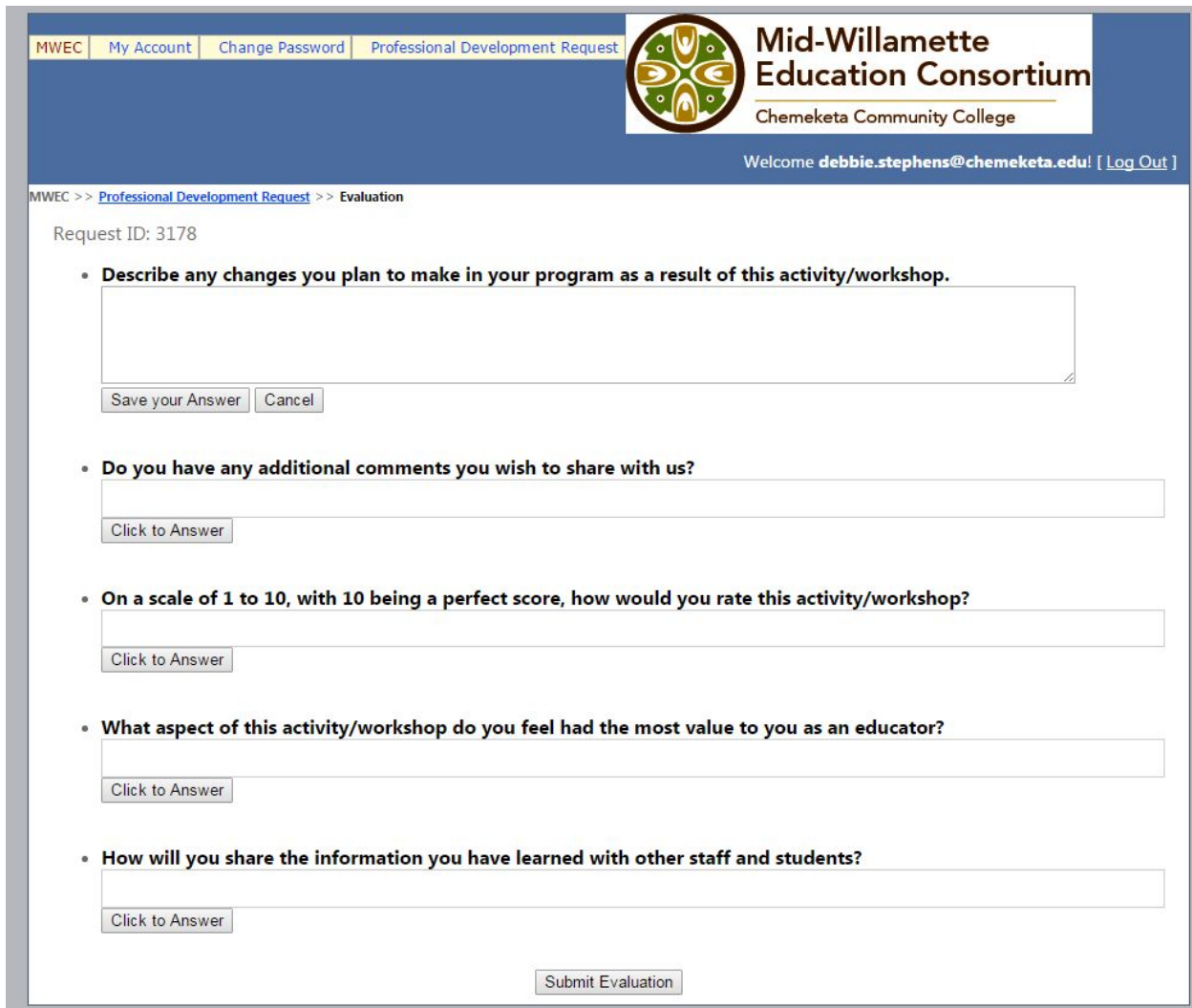
1

Click on "Pending" link to complete the evaluation

This application has been optimized for Internet Explorer 7 or later.

If you have any questions or need assistance, please contact us at mwec@chemeketa.edu or call (503) 399-5239.

12. To complete the evaluation, click on each questions “Click to Answer” button, type your response, and then click on “Save your Answer.” After all questions have been answered, click on Submit Evaluation.



The screenshot shows a web interface for the Mid-Willamette Education Consortium. At the top, there is a navigation bar with links for MWEC, My Account, Change Password, and Professional Development Request. The logo for the consortium is on the right, along with the text "Mid-Willamette Education Consortium" and "Chemeketa Community College". A welcome message for "debbie.stephens@chemeketa.edu" is displayed with a "Log Out" link.

The main content area is titled "Professional Development Request >> Evaluation" and shows "Request ID: 3178". It contains five evaluation questions, each with a text input field and a "Click to Answer" button:

- Describe any changes you plan to make in your program as a result of this activity/workshop.** This question has a larger text area and includes "Save your Answer" and "Cancel" buttons.
- Do you have any additional comments you wish to share with us?**
- On a scale of 1 to 10, with 10 being a perfect score, how would you rate this activity/workshop?**
- What aspect of this activity/workshop do you feel had the most value to you as an educator?**
- How will you share the information you have learned with other staff and students?**

A "Submit Evaluation" button is located at the bottom center of the form.

13. For reimbursement of travel expenses, complete the Travel Reimbursement form saved on your MWECC USB drive and submit the signed form along with all of the itemized receipts to:

Chemeketa Community College/MWECC

Attn: Maggi Daugherty

P O Box 14007

Salem OR 97309