

Genesis Employee Portal

Adding Professional Development

Login to the Genesis Employee Portal

Click on the **PROFESIONAL DEVELOPMENT** Tab

You should see a box appear that has a record of your hours for the 2015-2016 school year.

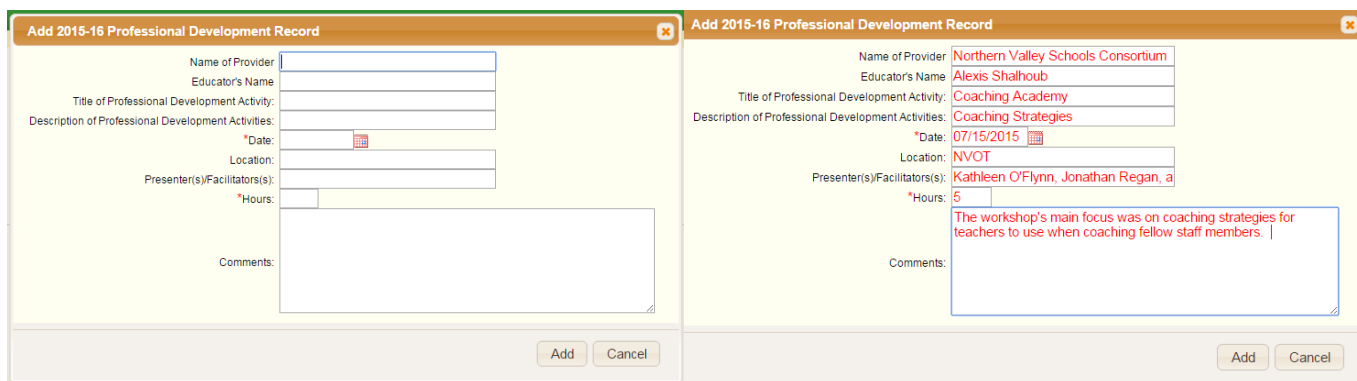


Click on **ADD PROFESSIONAL DEVELOPMENT RECORD**

A box will appear for you to enter general information.

Blank Form

Example



As you add professional development experiences the hours each entry will be listed and the hours will be totaled.

Example:

The screenshot shows a summary box for '2015-16 Professional Development Records (10 hours)'. It includes buttons for '+ Add Professional Development Record...', 'Export to Excel', and 'PDF Report'. Below is a table with columns for Activity Title, Hours, Date, Document Attached, and Created By. Two entries for 'Coaching Academy' are listed, each with 5.00 hours. A 'Total' row shows 10.00 hours. Each row has buttons for 'Upload Doc...', 'Properties', and 'Delete'.

	Activity Title	Hours	Date	Document Attached	Created By	
1.	Coaching Academy	5.00	7/16/2015		SHALHOUB, ALEXIS	Upload Doc... Properties Delete
2.	Coaching Academy	5.00	7/15/2015		SHALHOUB, ALEXIS	Upload Doc... Properties Delete
	Total:	10.00				