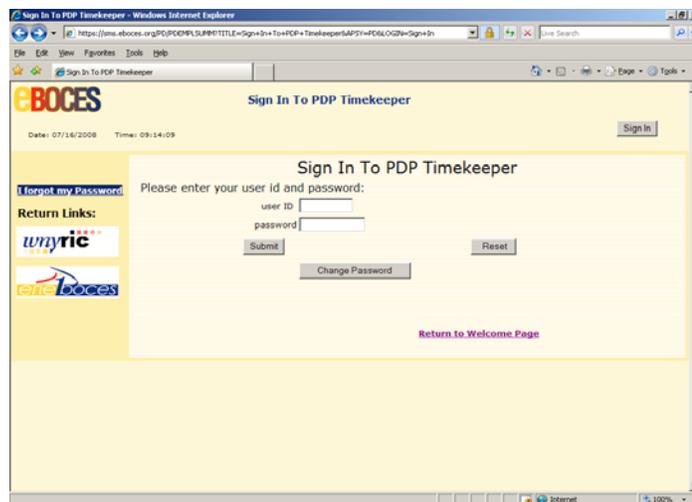


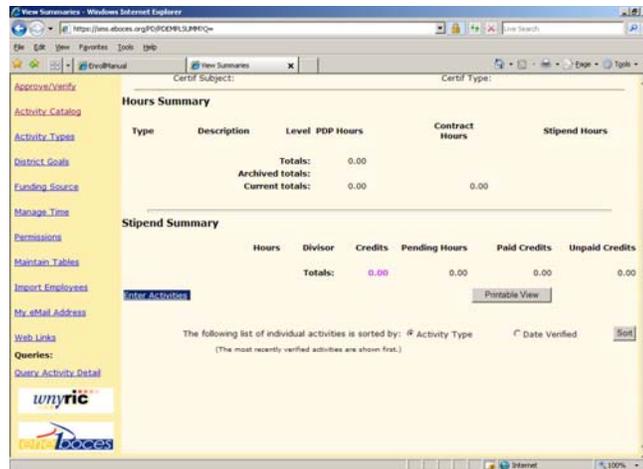
How to Register for a Conference

Please allow yourself 3 weeks to register for a conference

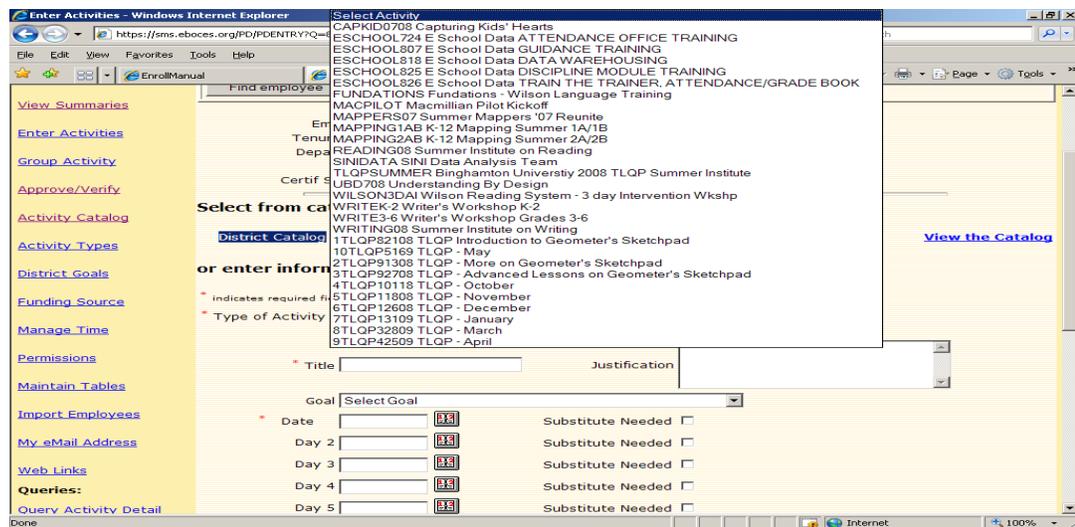
1. Using the Internet Explorer, log onto www.watervlietcityschools.org
 - a. Click on link to Employees Only
 - b. Click on link to PDP Timekeeper & Sign in
2. Type in Id & Password
 - a. If you forgot this click on “I Forgot My Password” (left side of screen) link and follow prompts. (**Note:** If you have not entered in your school e-mail address during your initial log in, this feature will NOT work.)



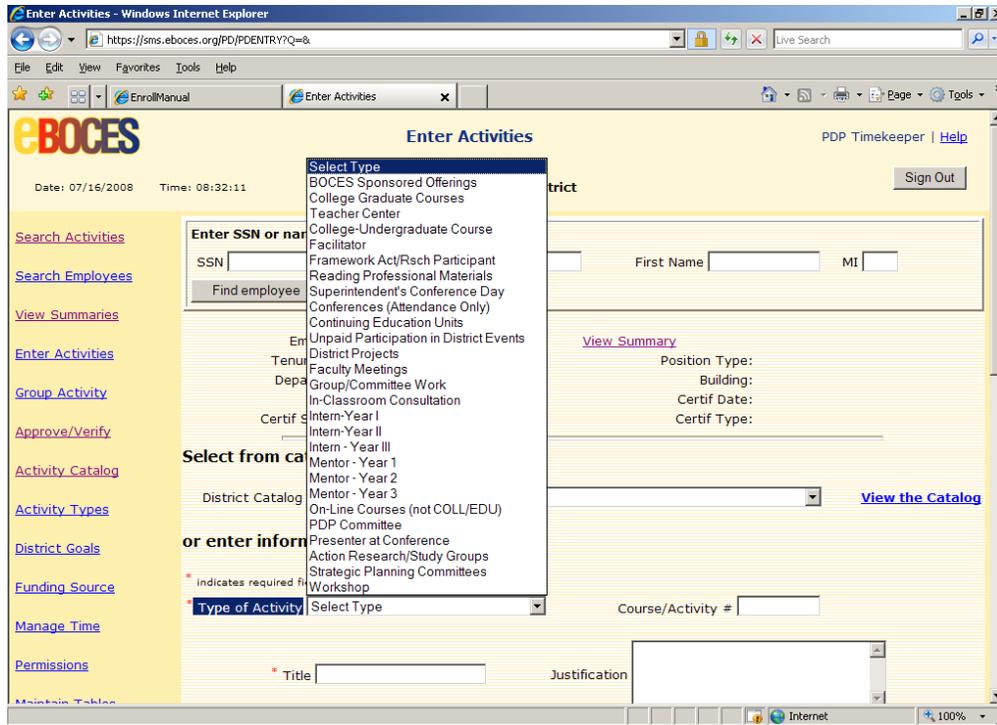
3. Click on “Enter Activity”



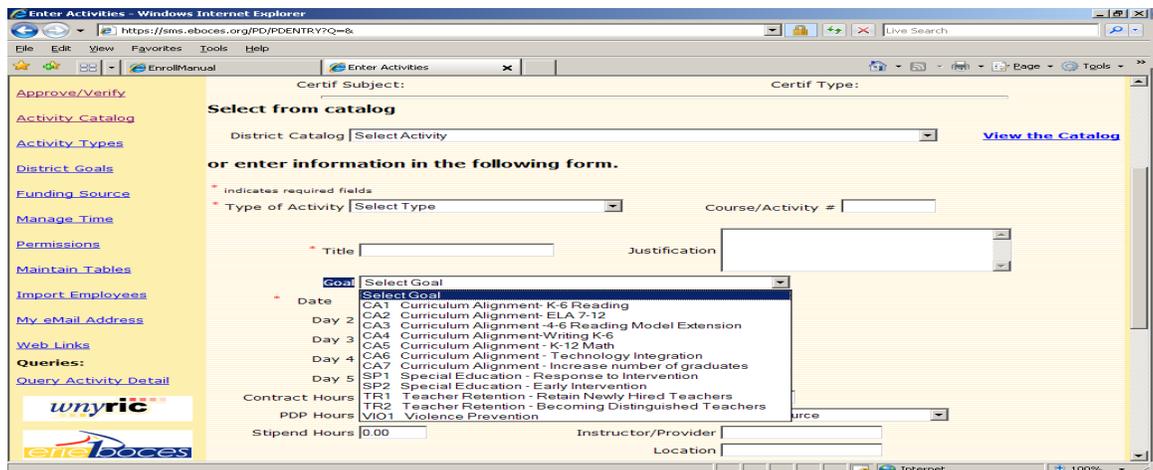
- a. Look in the district catalog to see if the conference information is already entered. If it is, you may click on the activity and hit **SUBMIT**.



- b. If the conference is **NOT** in the district catalog you must complete the following information:
- ***Type of activity*** (conference, workshop, BOCES, etc.)

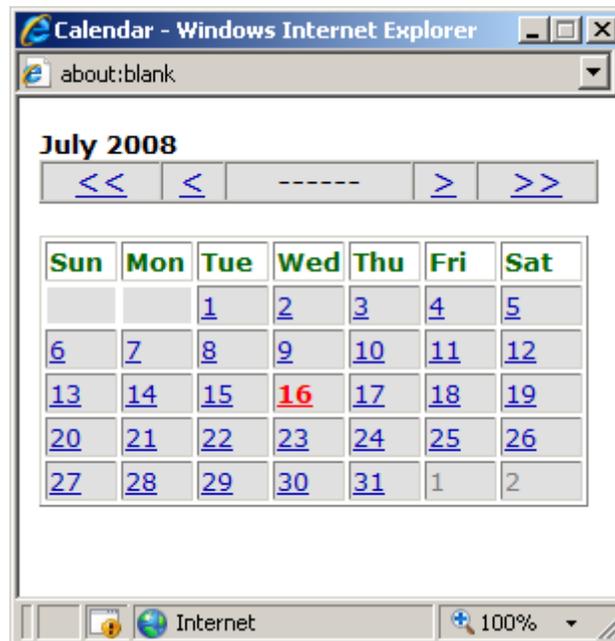


- **Title**
- **Justification Box** – Please write a quick sentence or two about the conference and indicate the date, cost, place and time of the conference
- **Goal**



- **Date** (use the pop-up calendar which only works in Explorer!) You must click on the calendar to select the date. You can not type in the date. Use the

arrows at the top to scroll through to different months and/or years.



- ***PDP Hours***
 - ***Substitute Needed*** (check the box if needed)
 - ***Cost***
 - ***Funding Source*** (if known)
 - ***Instructor***
 - ***Location***
 - **When all of this is completed you may press the “SUBMIT ACTIVITY” button.**
4. Upon receiving your approval (via e-mail) if the conference is **FREE**:
- a. Register yourself.
5. Upon receiving your approval (via e-mail) for a conference with a **COST**:
- a. Fill out a “Purchase Order Request” form and attach your completed registration form with it. Turn it into your Principal for financial approval.
 - b. Once approved, the Business Office will send you a **Purchase Order** and at that time you will need to register yourself for the conference. (Please give yourself at least 3 weeks to ensure your request is processed in time!)

DO NOT PAY for a conference with your own money.
It will **NOT** be reimbursed.

6. After attending the conference, please send in a certificate of attendance to the Curriculum Office so your PD time can be verified in the PDP Timekeeper.

If you have any questions or problems with the conference process, please call the curriculum office.

629-3201

tpastore@vliet.neric.org or ext. 1308