HOW TO REGISTER FOR A STAFF PROFESSIONAL DEVELOPMENT ACTIVITY USING X2 ASPEN

**Access X2 Aspen using your normal login and password using www.x2dev.net/fallriver**

All school and office staff should have an X2 Aspen account. Please call the Tech Support Center at (508) 675-8402 for user account assistance.

Change your view (if needed) to the Staff View and click the PD Tab.

You will know you are in the Staff View if you see the MY INFO Tab with your own name above the tab.
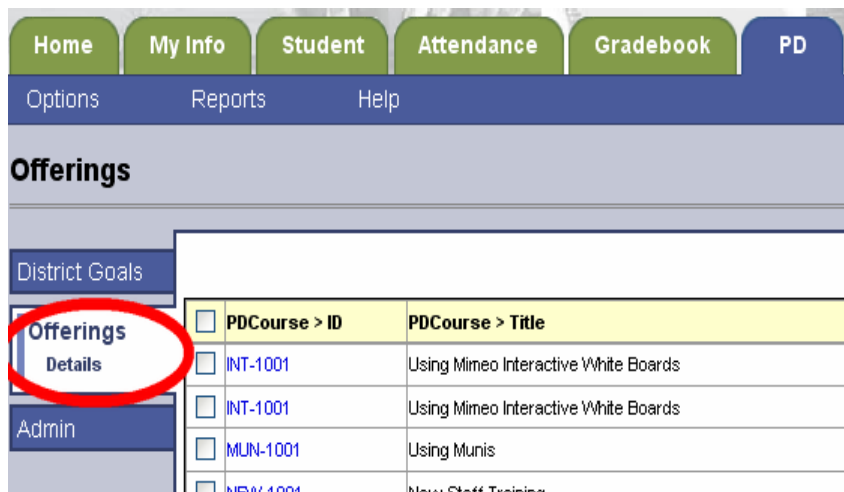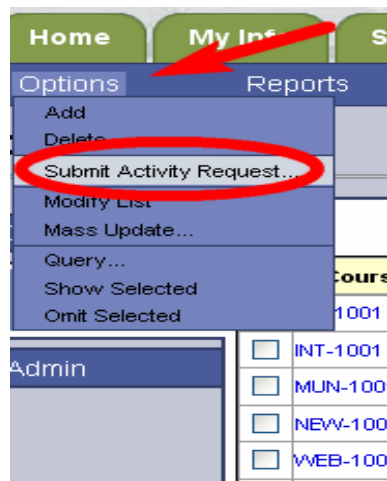
Click the Offerings Side-Tab to display the staff course catalog.

You may double-click into any of the Course IDs to see more information on the PD opportunity.

Choose SUBMIT ACTIVITY REQUEST under the Options Menu

A registration wizard popup will allow you to start the registration process.

On Step 1, choose the workflow entitled, PD ACTIVITY REQUEST and choose your PD Plan from the PD Plan pick list.

A temporary PD plan has been added in for all staff members. In the future staff can learn how to manage their individual professional development plans online.

Click Next to go on to Step 2.

Workflow   PD Activity Request

Date   6/6/2009

PD Plan   🔍

PD Plan Pick List - Mozilla Firefox

x2 https://www.x2dev.net/fallriver/pickList.do;jsessionic

1 record 🖋

Summary

⊙ Mikolazyk, Christina L - 6/30/2014

OK   Cancel

www.x2dev.net

Back   Next >   Finish   Cancel

PD Activity Request Details for Mikolazyk, Christina L - 6/30/2014

Section number   1   🔍

PD Course > Identifier   INT-1001

PD Course > Title   Using Mimeo Interactiv

Comment

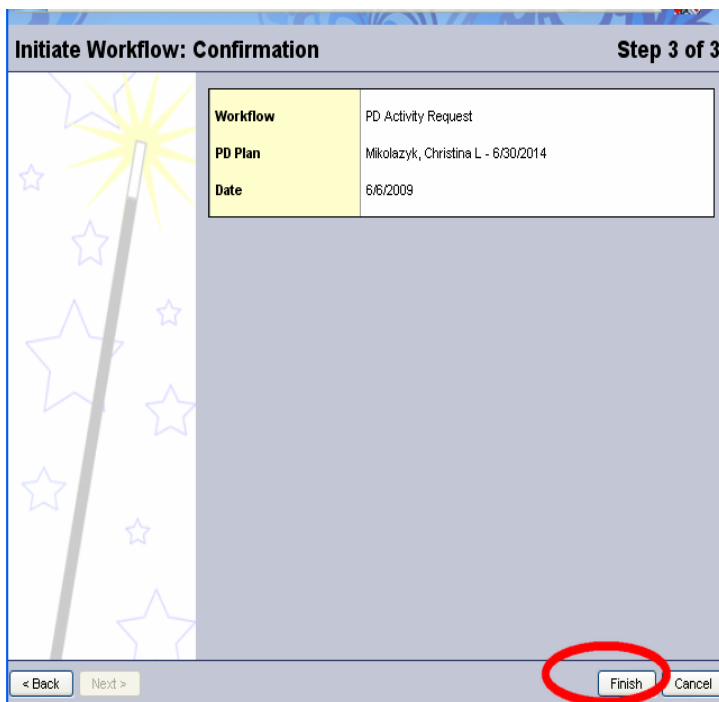**PD Activity Section Pick List - Mozill**

x2 https://www.x2dev.net/fallriver/pickList.d

< 1: INT-1001 1

PDCourse > ID	SecNo	PDCourse > Titl
⊙ INT-1001	1	Using Mimeo Inter
○ INT-1001	2	Using Mimeo Inter
○ MUN-1001	1	Using Munis
○ NEW-1001	1	New Staff Trainir
○ WEB-1001	1	Build Your Own \
○ WEB-1001	2	Build Your Own \
○ X2A-1001	1	X2 Aspen Teache
○ X2A-1001	2	X2 Aspen Teache
○ X2A-2001	1	X2 Aspen Detent
○ X2A-3001	1	Aspen 504 Plans

OK   Cancel

< Back   Next >

On Step 2, click the Section Number pick list to display a popup with the current courses to choose from. Select the section desired and then click OK.

On Step 2 you may also type in any comments. Comments will be read by the administrator reviewing your registration.

Click Next to go on to Step 3.

Workflow	PD Activity Request
PD Plan	Mikolazyk, Christina L - 6/30/2014
Date	6/6/2009

< Back   Next >   Finish   Cancel

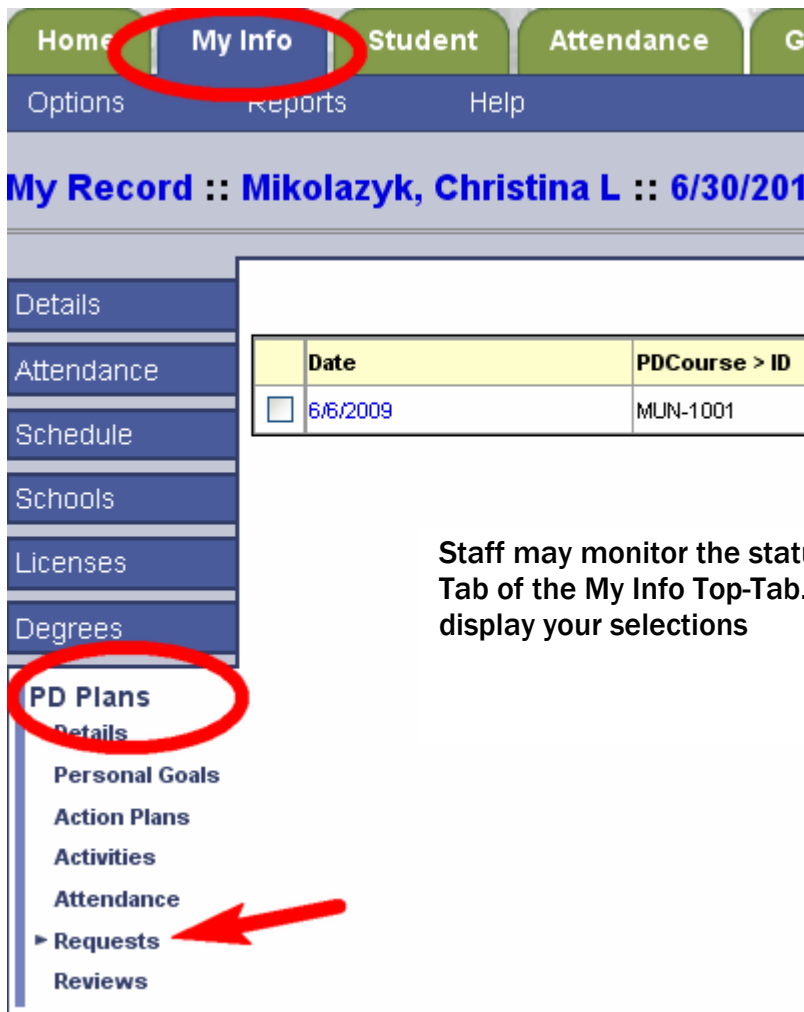On Step 3, review your request and click FINISH to submit for review.

You will receive an email confirming your submission. Additional emails will be sent as your enrollment status changes for this activity.

All online registrations are sent internally within the X2 Aspen system to staff in the department overseeing the professional development activity.

Authorized staff will review your request and can either:
1. *Process your enrollment to give you a seat in the class.*
2. *Deny your enrollment.*
3. *Put you on the wait list for this activity.*

In all cases, automatic emails are sent when your status changes. Issues regarding your enrollment should be directed to the department in charge of the activity.

Home   My Info   Student   Attendance   G

Options   Reports   Help

My Record :: Mikolazyk, Christina L :: 6/30/201

Details
Attendance
Schedule
Schools
Licenses
Degrees
PD Plans
  Details
  Personal Goals
  Action Plans
  Activities
  Attendance
  ► Requests
  Reviews

	Date	PDCourse > ID
☐	6/6/2009	MUN-1001

Staff may monitor the status of their selections by clicking PD Plans Side-Tab of the My Info Top-Tab. Choose the Requests link on this side-tab to display your selections

CONTACT THE FRPS TECH SUPPORT CENTER AT (508) 675-8402 FOR ASSISTANCE WITH COURSE REGISTRATIONS AND USER ACCOUNT ISSUES.