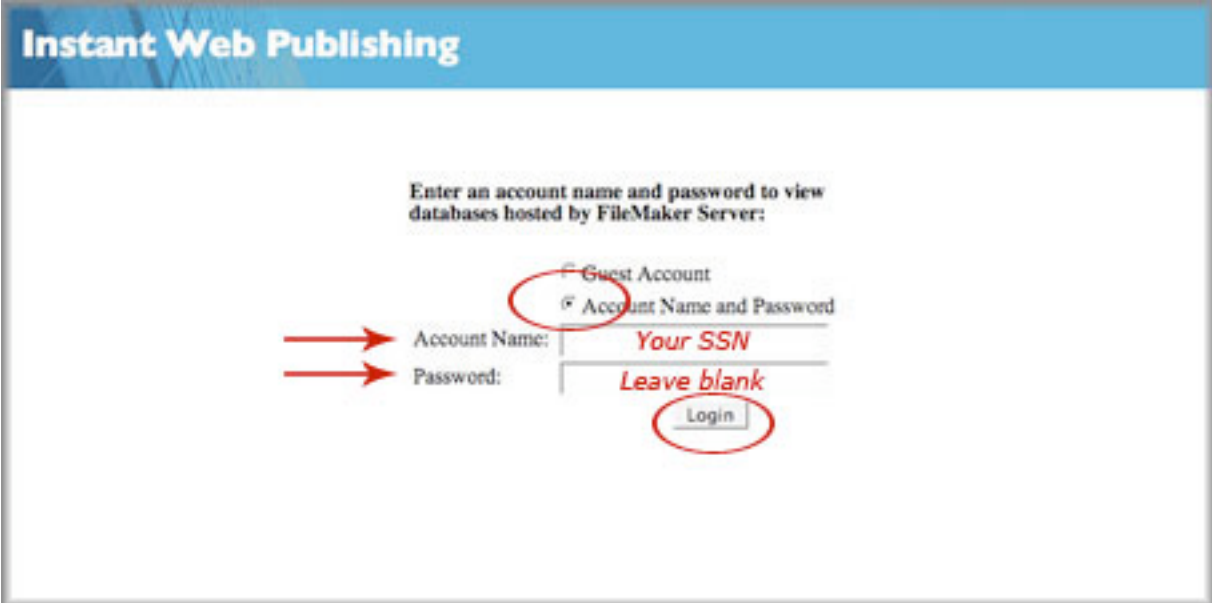


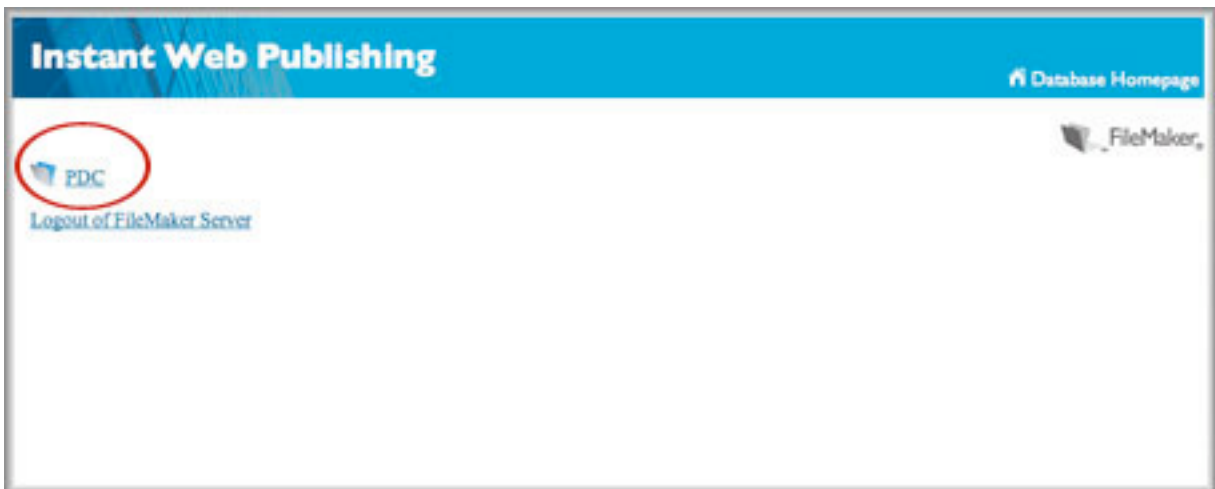
## Filling out an in-service validation form

1. Go to: <http://fm.mcpherson.com/fmi/iwp/cgi?-db=PDC&-loadframes>
2. Make sure that the account name and password are checked...then log-in with **your ssn** (no dashes) and **leave the password blank**



The screenshot shows the 'Instant Web Publishing' login page. At the top, it says 'Enter an account name and password to view databases hosted by FileMaker Server:'. There are two radio buttons: 'Guest Account' and 'Account Name and Password'. The 'Account Name and Password' option is selected and circled in red. Below this, there are two input fields. The first is labeled 'Account Name:' and contains the text 'Your SSN'. The second is labeled 'Password:' and contains the text 'Leave blank'. A red arrow points to each of these fields. At the bottom of the form is a 'Login' button, which is also circled in red.

3. You will see this page next, **Select PDC**



4. Next, you will be directed to the greeting page, where you should see:
  - a. Your Name
  - b. Your email address
  - c. Account Number
  - d. The total number of points you have available
  - e. When your teaching certificate expires
  - f. A list of previously submitted in-service validation forms that you have submitted, and their status.

**Welcome**

**Sponge Bob** 8/6/2007  
8:45:42 AM New Form

Sponge.bob@mcpherson.com Exit

If the above email address is not correct, please supply your correct or a second email address below

**PDP Expired**

Accountname 55555555

Your points earned to date: **60** Your certificate will expire: **<file**

Inservice Validation Forms that you have submitted:

Title	Date processed	Points awarded	Status
Balanced Literacy		0	Pending
Brain Based Learning		0	Pending
Secondary Transition Assessment	11/5/2003	0	Denied
Quantum Learning	4/23/2007	60	Approved
Brain Based Learning	7/9/2007	0	Tabled

New Exit

- i. Green and status “Pending” (Ones that are waiting to be processed by the PDC committee at their next meeting)
- ii. Blue and “status” Approved are ones that have been approved by the PDC...points for college credit will not be awarded until the transcript and syllabus (if required) is received by Central Office, anything else should show the points awarded.
- iii. Orange and status “Tabled” – this has been tabled until further information is received by you. You need to check with your school PDC representative or Lois Edwards.
- iv. Red and status “Denied” – the committee denied your request for points.

**Welcome**

8/6/2007 9:04:48 AM

**1** Sponge Bob

**2** Sponge.bob@mcperson.com

If the above email address is not correct, please supply your correct or a second email address below

**3** [Empty text box]

**4** Accountname **55555555**

**5** Your points earned to date: **60**

**6** Your certificate will expire: **<file**

**8** PDP Expired

**7** Inservice Validation Forms that you have submitted:

Title	Date processed	Points awarded	Status
Balanced Literacy		0	Pending
Brain Based Learning		0	Pending
		0	Pending
Secondary Transition Assessment	11/5/2003	0	Denied
Quantum Learning	4/23/2007	60	Approved
Brain Based Learning	7/9/2007	0	Tabled

**9** New **10** Exit

1. Your name should appear here
2. Your correct email address
3. Place for you to fill in another email address or correct your email address that is in #2
4. Your account number
5. Your points that are available
6. The date your teaching certificate will expire
7. Titles of any in-service validation forms that you have previously submitted, the date that the committee acted on them, the points awarded Shows the current status of the validation form:
  - Pending (Green), Approved (Blue), Tabled (Orange) and Denied (Red).
8. This will only show if your PDP has expired – you will need to contact Lois Edwards if you see this message
9. To be directed to a new in-service validation form
10. Ways to exit the screen

11. If you would like to fill out a new in-service validation form, click on “new” at top or bottom of page, or, if you are finished, click Exit on top or bottom of page.

A new validation form will look like this image.

McPherson Unified School District 418  
McPherson, KS 67460

### In-Service Validation Form

New Print Form

Date Submitted: 8/4/2007 time: 11:00:04 am

You may only edit a form that is marked Pending

Sponge Bob sponge.bob@mcpherson.com 55555555

For Administration Use Only:

- Pending
- C\_transcript\_required: Not Required
- Syllabus required: Not Required
- Rec'd college trans: No
- rec'd\_syllabus: No
- points awarded: 0 0 0
- Date processed:
- This record has been modified by: 55555555
- date modified: 8/4/2007
- Modification alert

Current Record:

Submit

Cancel

Record: 2304

Found Set: 2304

Total Records: 2304

Title of class/in-services

Date of activity

Type of Validation you are requesting: Select

Points For Renewal Must Be Earned In Content Standards For Your Endorsement Field(s), Professional Education (Pedagogy) Or Service To The Profession. Please Select One:  
\* This Is Required - You Must Select An Answer

Select

Please select **either** College Credit or Points and fill in the required information:

College Credit Points

Only select one and fill out the blanks

Are you receiving college credit for this class? No

Will you be submitting a syllabus? No

Credit Hours: 0

University

With a NO answer YOU MUST answer the below questions in detail

If you are submitting a request for college credit, remember that you must submit a copy of the syllabus and an official college transcript to the Central Office before points will be awarded. If you actually attended the classes at the college No further information is needed on this form you may stop here and click the submit button on the bottom of the page.

This panel is for Administration only

If you edit a form that is approved, denied, or tabled it will record who and when the record was modified

PDC ACCOUNT

Only select College Credit or Points (not both) and answer the questions under that heading.

Fill in all blanks on the remainder of this form.