



MEMORANDUM

RE: STI-PD (STI – Professional Development)

LOGIN INSTRUCTIONS:

1. Log on to the website: <https://pdweb.alsde.edu>
2. User id is initially your first and last initial followed by the last six digits of your social security number (Ex: *js123456*)
3. Your password initially is your date of birth (Ex: *mm-dd-yy*).
NOTE: Don't forget the leading zeros and the dashes.
NOTE2: The first time you log in you will be prompted to change your login and password. You also should check/update your profile page. Be sure to add your school district e-mail address to your profile.

ADDING A TRAINING HISTORY ITEM INSTRUCTIONS:

1. After logging in, click on the *My History* tab
2. At the bottom of the screen, click on *submit new training history item for approval*
3. Enter the session information (Type, Training Date, Training Name, Notes, and Clock Hours) and click the ADD button.

The item will be listed under *Training History Awaiting Approval*.

Once approved by your principal, it will be moved into the *My Training History* section.

(NOTE: When you sign-up for a session in advance with STI-PD, adding the session to training history is not necessary.)

IF YOU FORGET YOUR PASSWORD – As long as you have previously entered an e-mail address, you can request your password at the login screen. Enter your username and STI will e-mail you your password.