



## Professional Development Form Instructions

Please read the instructions carefully for your benefit.

In order to fill out a Professional Development Form visit the following link:

<https://usd210.tedk12.com/records>

In order to login use the following information:

Username: School Email

Password: **Hugotonusd210.**

(Please make sure the H is capital and include the period at the end.)

After your first login you will have to reset your password.

Once logged in look for blank docs at the upper right top of your screen this is where all the forms are available to you. Click on Professional Development Trip Approval Form, a pop up will open – select add as an E-Form and continue to fill out the form. Make sure to click save final in order to submit the form.

With this system you are actually able to see the status or workflow of your request form. You have to log in and look under the green completed tab, click on “view” the request you submitted then at the bottom of the page in the grey box, on the top left corner you will see something that says "**Please click to view/hide the workflow**", this will show you the process and who its routed to next.

If approved, you will get an email from Talent Ed Records saying your review is required.