

WinCap PD

Within the WinCap Web on-line suite of tools, employees can find the WinCap PD section, which can be used to view the Teacher Center Catalog and to register for activities.

To find myWinCap on the internet

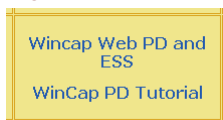
From an active Internet browser, go to:



Click on *Employees* which can be found as a quick link on the left side of the screen.



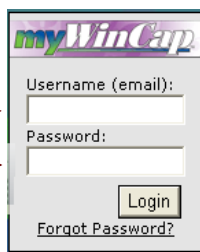
From the Employees grid, click on *Wincap Web PD and ESS* button



To log into myWinCap prompt

Username =
FirstName_LastName
Example - tina_jarvis

Password =
This is the same as your *Employee Self Service* log in.

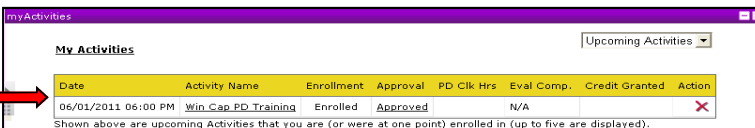


From the myWinCap home screen, with the myWinCap tab selected:

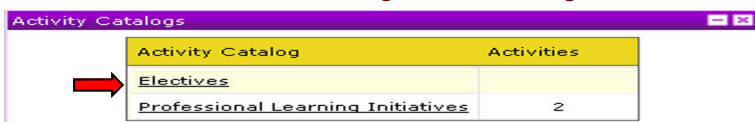


This page contains two activity widgets:

1. The **My Activities** widget contains information of all activities and their status. Any activity that is pending approval, has been approved or has been completed will be listed here.



2. The **Activity Catalogs** widget contains two activity catalogs. The *Electives* and the *Professional Learning Initiatives* catalog.



Electives Catalog includes all activities that do not count towards the contractual professional learning requirement.

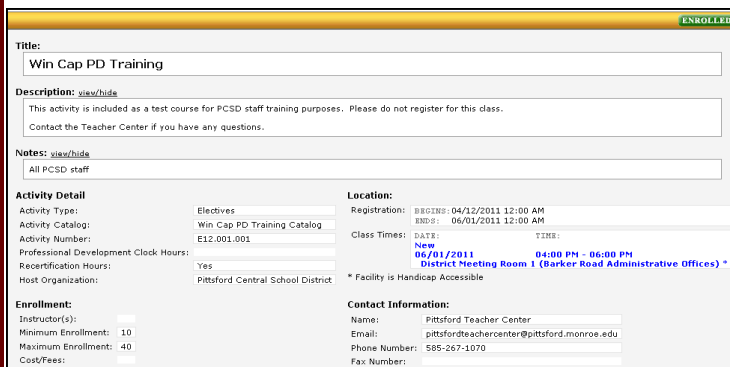
Professional Learning Initiatives Catalog includes activities that are aligned to the approved professional learning initiatives of the district. These activities count toward the contractual hours.

WinCap PD

To enroll in an activity

From the **Activity Catalogs** widget, click on either the **Electives** Catalog or the **Professional Learning Initiatives** Catalog to view a list of available activities.

Click on the **activity title** to view details for this specific activity.



Please note that the audience information will be listed under the **notes** section. *It is your responsibility to make sure that you are in the identified audience for this class.*

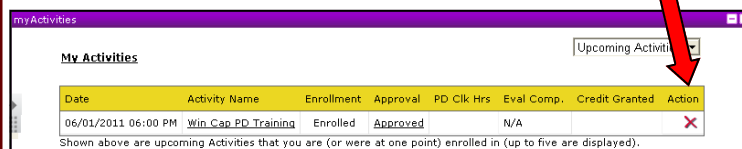
To enroll in this course, just click on the green **Enrolled** button.



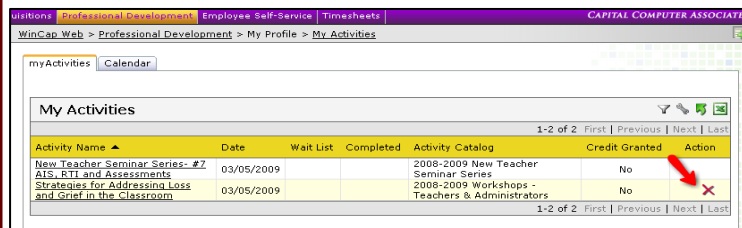
Once your enrollment request has been reviewed for this activity, you will receive an email and your status will be shown under the **Approval** tab within the **My Activities** widget

To withdraw from an activity

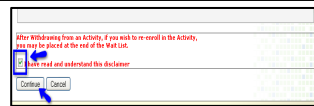
From the **My Activities** widget, find the activity that you wish to withdraw from and click on the red **X** under the **action** tab.



Or...from the list of your activities under **My Activities** within the **Professional Development** tab, find the activity that you wish to withdraw from and click on the red **X** under the **action** tab.



Click in the confirmation (disclaimer) box. A checkmark will appear. Click on the **Confirm** tab.



You will see the "Successfully Deleted" message and the activity will be removed from your **My Activities** list.

