

# Staff Development Online Registration – End Users

*(Program access only available from inside the school system)*

## Program Access:

[www.clevelandcountyschools.org](http://www.clevelandcountyschools.org)

For Employees

## Login:

Username – LutzXXXX

(first 4 letters of last name, last 4 digits of SS#)

Password - XXXXXXXXX

(SS# - no dashes, no spaces)

## First Time Only

1. Enter your email address the first time you access the registration system.

## Registering for a “CCS Workshop”

1. Click on “Calendar.”
2. Select date of workshop.
3. Click on workshop you want to attend.
4. Click “Register.”
5. Enter SSN and click “Retrieve Employee Data.”
6. Scroll down to Edit Profile information and click “Edit Profile.”
7. Enter email address and select your base location from the drop-down menu.
8. Click “Refresh” to view updated information.
9. Scroll to bottom of page and click “Submit Registration.”

## Registering for an ”Outside CCS Workshop”

1. Click on “Enrollments.”
2. Click on “Outside Certification.”
3. Enter SSN, no dashes, no spaces and click “Retrieve Employee Data.”
4. Your information will appear in the form.
5. Complete the remainder of the document and click “Submit.”
6. Print DOC, obtain principal’s signature, keep a copy for your records, and send DOC attached to a copy of your attendance certificate for each workshop or grade report for each college course.
7. No evaluation after workshop.
8. You will receive an email confirmation when the credit is approved.

## Completing Workshop Evaluations for a “CCS Workshop”

1. \*\*\*In order for you to receive your CEU credit for a CCS workshop, you must complete an evaluation for each workshop within the academic year that you participated in the workshop.
2. Click on “Evaluation” and then on “Create Evaluation.”
3. Enter SSN, no dashes, no spaces, and enter it again.
4. Click on “Go” button.
5. Click on the drop-down list for the workshops.
6. Select a workshop from the list.
7. Evaluate workshop, being sure to complete each item.
8. Enter additional information, if desired.
9. Scroll to the bottom and click the “Submit” button.
10. You will receive an email confirmation that the evaluation has been entered.

## Tips for Effective Usage

1. Be aware of screen refreshes.
2. Click off box to remove highlight.
3. A more detailed handout is available online.
4. Pop-up blocker must be turned off (IE>Tools>Pop-up blocker>Turn off Pop-up blocker).
5. Click “Yes” on security warnings.
6. Click “No” if asked for windows to save password.
7. Exit Internet Explorer upon completion of registration.