

# CASD



## Web based

Course Registration / Act 48

## User Manual

# Web based Course Registration and Act 48 Reporting

## Objectives for User Training

Following this training the learner will be able to use the Internet to complete the following:

- 📖 Log into the system
- 📖 Change their password (user info)
- 📖 View their Act 48 credits (status)
- 📖 Search for available sessions (registration)
- 📖 Register for a session (registration)
- 📖 Fill out a Conference Request (conference)
- 📖 Master the User screens

## The Act 48 System

The Act 48 System is Web-based so you must use either *Microsoft Internet Explorer* or *Netscape Navigator* (version 4.0 or higher for both programs) to access the system. The program runs best in *Internet Explorer*.

After starting *Netscape* or *Explorer*, go to the Web site. The URL is:

**<https://act48.iu12.org>**

There is also a link from the CASD web site:

**<http://www.chambersburg.k12.pa.us>**

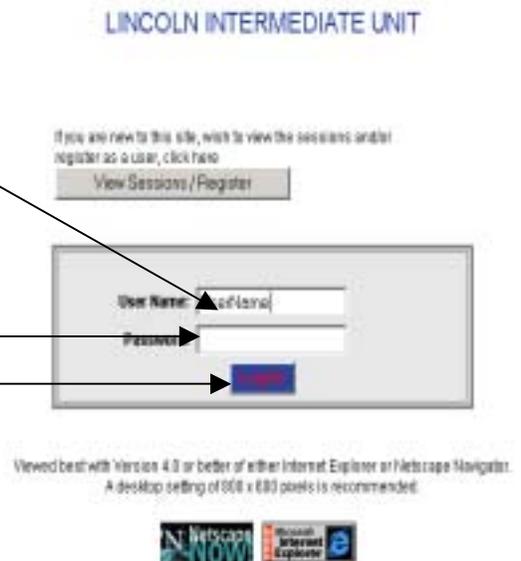
Click on Curriculum and then click on the Act 48 Database link

To access the system you are required to login with a user name and password. Your user name will be assigned to you. Your user name may not be changed.

Your **user name** will usually consist of the first letter of your first name plus you last name. For example, Debra Miller's user name would be dmiller. The user name is not case sensitive. dmiller and Dmiller would be the same login. Your initial **password** is the last four digits of your Social Security Number.

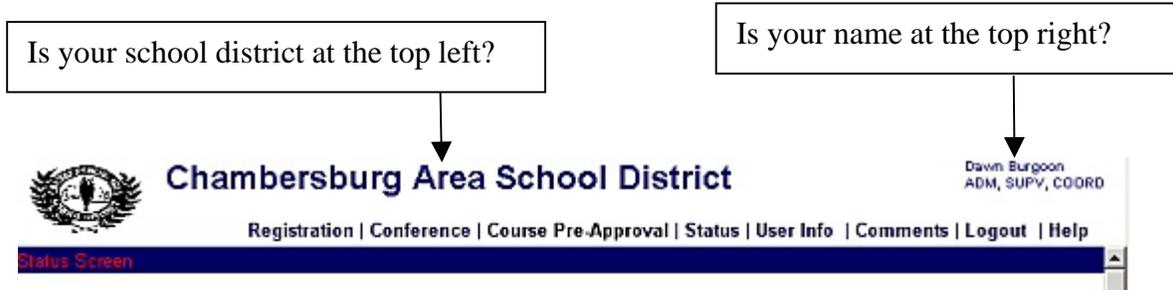
## Log In Screen

-  Type your User Name in the User Name Field.
-  Press the Tab key to move to the Password field. Or click in the Password Field.
-  Type your password in the Password field.
-  Click the Log In button to begin the session.  
*(You MUST click the Login button to begin the session. Pressing the enter key after typing your password will NOT begin the session.)*



## Status Screen

After you log in, look at the screen.



The Status Screen displays:

- The user's name and position
- The total Act 48 hours accumulated within this application
- A list of completed sessions
  - Click the down arrow on the far right of the Completed Sessions bar to display a list of completed sessions
- A list of pending sessions

Mark Long, BARGAINING UNIT

Certification Date: 5/1/1995

TOTAL ACT 48 HOURS ACCUMULATED WITHIN THIS APPLICATION		
Completed: 377.0	Registered: 6.0	Pending: 0.00

COMPLETED SESSIONS						
PENDING SESSIONS						
Session Name	Hours	Credits	Act 48	Date(s)	Max/Regst./Pending	Current Status
Act 48 Train the Trainers 1 - New Oxford	3	0	Yes	12/18/2001	15 / 12 / 0	Registered
Act 48 Train the Trainers 2 - New Oxford	3	0	Yes	12/18/2001	15 / 12 / 0	Registered

## Approval Details

Click on any **Session Name** to view detailed information about the class

Click on the **Registered** link under **Current Status**, to view the Approval Details.

The Approval Details displays:

- The user's name
- Approval Status
- Approved Date
- Payment Method

If necessary, click on the **Status** link to go to the Status Screen.

The screenshot shows the Lincoln Intermediate Unit website interface. At the top left, the text "Lincoln Intermediate Unit" is displayed in a large blue font. To the right of this, the user's name "Sue Smith, PC Specialist" and the unit name "Lincoln Intermediate Unit No. 12" are shown in a smaller blue font. Below this, a horizontal navigation menu contains the following links: "Status | Registration | Conference | Admin | User Info | Comments | Logout | Help". A dark blue banner below the navigation menu displays the breadcrumb "Status > Approval Details" in red text. The main content area is titled "Approval Details" in blue. Below the title, a grey box contains the following information: "1 of 1 Approved User: Jaron Flickinger, Manager", "Approval Status: APPROVED Approved Date: 05/10/2001", and "Payment Method: NO CHARGE". Below the grey box, there are two buttons: "Cancel Registration" and "Back". The "Cancel Registration" button is highlighted with a red border, and a black arrow points to it from below.

The Cancel Registration button can be used to cancel your registration for this session.

## View User Record

Click on the **User Info** link to go to the View User Record screen

The **View User Record** screen allows you to view your personal information. You cannot edit the information in your user profile. If your personal information changes or is incorrect (name, address, phone, etc.), contact Peggy Weaver at the Administration Building. Peggy will provide the appropriate forms for changing personal information. The only change you can make in the User Record is your password.

**Carl Sagan District** Sara Comet  
Teacher

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**View User Record**

Group: Intermediate Units / Districts  
Employee: Carl Sagan District  
Building: Apollo Elementary  
Salutation:  
Last Name: Comet First Name: Sara MI: Suffix:  
Title: Teacher  
Social Security Number: 000-00-2003  
User Name: SComet  
Password: pass  
New Password:  (password must be at least 4 character long)  
Re-Confirm New Password:  (password must be at least 4 character long)

Home Address: 1 Broadway  
City / State / Zip: Jupiter PA 114323  
Home Phone: Home Fax: Home Email:  
Work Phone: Work Fax: Work Email:

Certification Active: NO Certification Date: Certification Renewal Date:  
Supervisor: User One, Principal  
Approval Level 1: User Five, Principal ([Address](#): Session and Conference and Course)  
Approval Level 2: User Two, Department Head ([Address](#): Session and Conference and Course)

## Registration Screen-Chambersburg Area School District Sessions

Click on the **Registration** link to go to the **Registration Screen**.

A **session** is a professional development offering such as a workshop, summer academy, or an in-service. There will usually be a registration deadline for the session. Check the session description for more information.

**The Registration screen displays:**

- **Providers** – A drop down list of providers. Select Chambersburg Area School District.
- **Categories** – A drop down list of categories. The session categories are specified by the PDE.
- **Session Search** – Enables you to search by session Name, Location, Audience or Date.

The session detail section includes the Session Name, ID, Act 48 hours to be given, session date(s), audience, session enrollment numbers and status.

**Chambersburg Area School District**  
Admin | Registration | Conference | Course Pre-Approval | Status | User Info | Comments | Logout | Help

Registration Screen

Providers: Chambersburg Area School District  
Categories: ALL CATEGORIES

[Search Sessions] Click on Highlighted Columns to Edit

Session Name Location	Session ID	ACT 48 Hrs	Session Date(s) Session Time Register Deadline	Audience	Max. Registered Pending	Status	
CASD Standards and Assessment Inservice	1	0	3/28/2002 8:00 AM-3:00 PM 3/25/2002		000 1 0	Open	Register
CASD Standards and Assessment Inservice	2	2	4/23/2002 1:30 PM-3:30 PM 4/21/2002		000 0 0	Open	Register

**Full** This session was added within the last 2 weeks

Session Search (Within Selected Provider)  
Search By: Session Name | Location | Audience  
Date From: Jan 2002 To: Jan 2004

Click on the Register Button to register for a session.

Click on the Session name to view session details.

If a session is listed as Full, you can register but will be placed on a waiting list.

## Session View Detail

If necessary click on the Registration link to go to the Registration Screen

Click on the name of a session to go to the Session View Detail screen.

The **Session View Detail** screen shows detailed information about the session.

**Chambersburg Area School District**  
Admin | Registration | Conference | Course Pre-Approval | Status | User Info | Comments | Logout | Help

Session View Detail

Register

Class Type: Activity  
Provider: Chambersburg Area School District  
Associated Session: None  
Session Name: CASD Standards and Assessment Inservice  
Session ID:  
Instructor:  
Session Description:  
Start Date: 3/28/2002 End Date: 3/28/2002  
Start Time: 8:00 AM End Time: 3:00 PM  
Room Number:  
Location:  
Intended Audience:  
Maximum Attendees: 000 No. Registered: 0 No. Pending (Approval/Waiting): 0

## Registration Confirmation

After you click on **Register** from the above screen, you must complete the Reason for Request field for the session.

Click on **Register** to confirm your information, and register you for the session (pending approval if necessary).

**Registration Confirmation**

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Reason for Request

Class Type: Activity  
Provider: Chambersburg Area School District  
Associated Session: None  
Session Name: CASD Standards and Assessment Inservice  
Session ID:  
Instructors:  
Session Description:  
Start Date: 3/28/2002 End Date: 3/29/2002

## Registration Screen - Providers other than CASD

From the drop down list of Providers, select a provider other than CASD. The list of sessions offered by that provider will be displayed. After clicking the Register button, click Register and Fill out Conference Request to continue the registration process

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**Lincoln Intermediate Unit** Sue Smith, PC Specialist  
Lincoln Intermediate Unit No. 12

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If the provider is an organization other than the CASD click this button.

Class Type: **ACTIVITY**  
Providers: Lincoln Intermediate Unit  
Associated Session: None  
Session Name: Excel for Beginners  
Instructors: Susan Smith  
Session Description: This will teach the basics of Excel  
Start Date: 6/8/01 End Date: 6/8/01  
Start Time: 9:00 AM End Time: 4:00 PM  
Room Number: training

## Conference Request Form

### Conference/Workshop Outside CASD

**Register and Fill Out a Conference Request** opens a conference request. You need to complete the necessary information and submit it. This will move your request to the approval level.

**Lincoln Intermediate Unit** Sue Smith, PC Specialist  
Lincoln Intermediate Unit No. 12

Status | Registration | Conference | Admins | User Info | Comments | Logout | Help

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### Conference Request Form

\*Required field.

Name: SUE SMITH (200-50-1103), PC SPECIALIST  
Building: LINCOLN INTERMEDIATE UNIT NO. 12  
Date of request: 5/10/01  
\*Conference title: WEB DESIGN  
Conference sponsor: Lincoln Intermediate Unit

\*Is the sponsor a PDE approved provider? Yes  No  [Approved Provider List from EDE](#)

\*Is the sponsor a district approved provider? Yes  No

Conference location: \_\_\_\_\_

\*Has the number of ACT-48 hours been determined? YES  
State or estimate the number of hours: 10  
\*Date(s) of conference: 6/1/01 through 6/1/01

\*Will your absence require a substitute? Yes  No

How much time will the substitute be required? \_\_\_\_\_  
What is the sub rate? \_\_\_\_\_

Briefly describe this activity in terms of its benefits to yourself and to the school district: \_\_\_\_\_

**ESTIMATED CONFERENCE EXPENSES**

\*Registration fee: \$ 500  
Travel (including mileage @ contract rate): \$ 0  
Accommodations: \$ 0  
Meals: \$ 0  
Substitute: \$ 0  
Other: \$ 0  
Total: \$ 500

Full Day Cost  Half Day Cost

Explain: \_\_\_\_\_

\*Is prepayment necessary?  Yes  No

Links to the Approved Provider List on the PDE Website.

After completing the form, click on Submit Form.

- You must complete all fields for the approval process.
- This form enters your request in the system and submits it for approval.
- It maintains a record of your hours in the system. If your conference sponsor is not PDE approved but is district approved, this system can report your hours to the PDE.
- This does NOT actually register you for the conference or prepay the provider.

## Agree to Pay for the Session

### Employee Pays

On this screen, you need to check the box showing that you agree to pay for the conference or class. You may also cancel your registration here.

Lincoln Intermediate Unit

Registration | Conference | Course Pre-Approval | Status | User Info | Comments | Logout | Help

No Admin, Participant Testing

Approval Details

NO APPROVAL IS REQUIRED.

Initial Here:  **I will pay** Cancel Registration Back

When you initial the box above and click on the **I will pay** button, your registration will be updated. The Status will no longer show Employee Pays. It will show **Registered**.

## Check the Approval Status

### Approval Pending

The **Approval Pending** screen displays the status of the approval process. You can view who has approved your request and who has not. The screen can also display approval comments and payment methods.

The screenshot shows the 'Status Screen' for a participant. At the top, it says 'No Admin2, Participant'. Below that is a summary box for 'TOTAL ACT 4B HOURS ACCUMULATED WITHIN THIS APPLICATION' with the following values: Completed: 0.0, Registered: 0.0, Pending: 111.8. Below this is a section for 'COMPLETED SESSIONS' which is currently empty. The main section is 'PENDING SESSIONS', which contains a table with the following data:

Session Name	ACT 4B Hrs.	Date(s)	Max/Regst./Pending	Current Status
<a href="#">ASCO</a>	99	5/11/01	999 / 0 / 27	Employee Pays
<a href="#">Main Session</a>	6	8/1/01	2 / 1 / 4	Approval Pending
<a href="#">Associated Session 1</a>	6	9/1/01	5 / 0 / 3	Approval Pending

Below the table are links for 'Times Request', 'Conference Request', and 'Approval User Comment'.

Click here to view the Approval Details.

The screenshot shows the 'Approval Details' screen for 'Lincoln Intermediate Unit'. At the top, it says 'No Admin2, Participant Testing'. Below that are navigation links: 'Registration | Conference | Course Pre-Approval | Status | User Info | Comments | Logout | Help'. The main content area shows '1 of 1 Approved User: David Le, Systems Analyst' and 'Approval Status: UNDECIDED'. At the bottom are two buttons: 'Cancel Registration' and 'Back'.

The course has not yet been approved.

## Approval Denied

If approval is denied, the request will not move to the next level.

# Course Pre-Approval

Click the **Course Pre-Approval** link



## Chambersburg Area School District

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Course Pre-Approval Form

### Course Pre-Approval Form

\* Required field.

**Name:** Cindi Minehart  
**Building:** Chambersburg Area School District Admin  
**Date of request:** 1/11/2002  
**Course Number:**   
**\* Course Title:**   
**Institution:**   
**Course Location:**   
**\* Date of Course:**  (mm/dd/yy) **through**  (mm/dd/yy)  
**\* Number of Credits:**   
**\* State or estimate the number of hours:**  (1 credit = 30 hours)  
**Cost Per Credit:**   
**\* Tuition:** \$  (Do not include fees)  
**\* Under Graduate**  **Graduate**   
**Purpose of Taking the Course:**

Complete all fields on the Course Pre-Approval Form.

**Course Number** – Enter the course number exactly as it appears in the course catalog. (No abbreviations.)

**Course Title** – Enter the course title exactly as it appears in the course catalog. (No abbreviations.)

**Course Institution** – Enter the name of the institution offering the course.

**Course Location** – Enter the location where the course will be held

**Date of Course** – Enter the date of the course in mm/dd/yy format (e.g. Enter May 8, 2002 as 05/08/02)

**Number of Credits** – Enter the total number of credits given for the course

**State or estimate the number of hours** – Enter the total number of hours for the course

**Cost Per Credit** – Enter the actual cost per credit for the course

**Tuition** – The tuition will be automatically calculated based on the cost per credit. Your reimbursement will be according to your contract.

**Under Graduate or Graduate** – Click the appropriate radio button

**Purpose of taking the Course** – State how the course will improve your instruction. Be specific.

After completing all fields, click the **Submit Form** button.

After the course has been approved, print a copy of the form.

Upon completion of the course, submit the following to Angie Gibbons in the Human Resources office:

- copy of form
- proof of payment
- grade report