

How to...

Create an IVS-PD Account

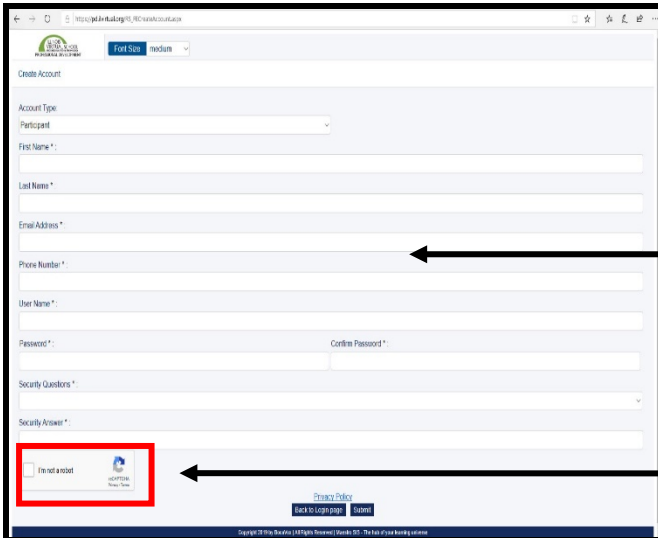


The first step in enrolling in IVS online professional development centers on creating an IVS-PD account and completing the application. To do this, follow these steps:

Part One: Create IVS-PD Account

Step 1: Type <https://pd.ilvirtual.org> in your web browser to go to the IVS-PD Information System.
Note: You can change the font size using the drop-down menu available at the top of the screen. Medium is the default font size.

Step 2: Click the **Start Your Account** box to the right of the login area.



Step 3: Complete the required fields with the appropriate information. *Be sure to use an Email address that you use frequently.*

Create a User Name (can contain letters and numbers, no spaces) and a Password that you will remember.

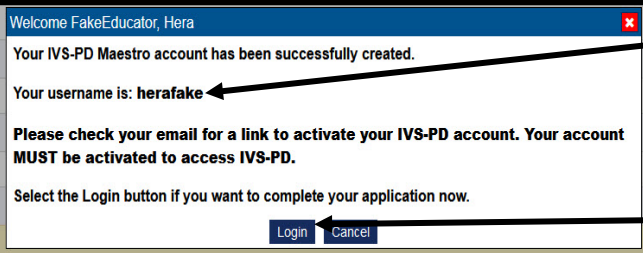
Note: Your password must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, one special character.

Check the box to state that “I’m not a robot” and click **Submit**.

A pop-up window will appear confirming your account creation and provides your username.

*You will receive an email from IVS containing your username and a link to verify your account.**

Step 4: Click the **Login** button to complete Part Two: The Application (see page 2).



*Verify Account via the Account Activation Email

When you clicked the **Submit** button in Step 3 above, an email from ivshelp@ilvirtual.org titled “Illinois Virtual School – Professional Development-Account Activation” was sent your email address.

You **MUST** open this email and click the “Click this link to activate your account” to re-enter your password, confirm your password, and click the **Reset Password** button to verify your account for future logins.

Part Two: Complete the Application

IVS recommends that you complete all the fields listed in this application in one sitting. However, you can save a partially filled application by clicking the **Finish Later** button.

Step 1: Complete all fields in the **Participant Personal Information, Participant Contact Information, and Participant Race/Ethnicity Information.**

NOTE: For **Region of Residence**, you must select the county you live in, which will be associated with a ROE (Regional Office of Education) or ESC (Educational Service Center).

- If you live in Chicago, you may select Cook ROE or City of Chicago.

Step 2: In the **Work Information**, click the down arrow next to **Select Your Current Work Situation** to select the option that best describes you.

Note: If you are a *K-12 teacher* currently employed by a school district, please select *“Currently employed by a local education agency”*.

Step 3: Click the down arrow next to **Role that best fits your position** to identify your role within the school or if you are a parent or community member of that school.

The screenshot shows the 'Create Application' page for the Illinois Virtual School. The 'Finish Later' button is highlighted with a red box. The page contains the following sections:

- Participant Personal Information:** Fields for First Name, Middle Name, Clancy, Last Name, Suffix, Fake Educator, Gender, and Unknown.
- Participant Contact Information:** Fields for Primary Phone (Home), Enter Number, Default Email, Address, Street 1, Street 2, City, Country (UNITED STATES), State (ILLINOIS), and Zip.
- Region of Residence:** A dropdown menu with a red box around it.

The screenshot shows the 'Region of Residence' dropdown menu open, displaying a list of Regional Offices of Education (ROEs). The list includes:

- Adams/Pike ROE
- Alton/John/Mason/Palaski/Union ROE
- Bond/Elliott/Ham/Avette ROE
- Boone/Winnebago ROE
- Brown/Cass/Morgan/Scott ROE
- Bureau/Henry/Stark ROE
- Calhoun/Greene/Jerry/Macoupin ROE
- Carroll/Jo. Davies/Steghenson ROE
- Champaign/Ford ROE
- Christian/Montgomery ROE
- City of Chicago ROE
- City/Caldwell/Separk/Lamson/Rhland ROE
- Clinton/Marion/Washington ROE
- Cnic/Cs/Crmon/Dglas/Edgr/Mtr/Shb ROE
- Cook ROE
- De Kalb ROE
- De Witt/Jvington/McLean ROE
- Dept of Cor ROE
- DuPage ROE
- Edward/Gib/Hain/Pop/Shir/Wv/Wv/Wv ROE
- Franklin/Watson ROE
- Fulton/Schuyler ROE
- Grundy/Kendall ROE
- Hamilton/Jefferson ROE
- Hancock/McDonough ROE
- Henderson/Marcel/Warren ROE
- Tropis/Kankakee ROE
- Jackson/Perry ROE
- Kane ROE

The screenshot shows the 'Work Information' section. The 'Select your current work situation' dropdown menu is open, displaying the following options:

- Currently employed by a local education agency
- Illinois Virtual School employee
- ISBE employee
- Other
- Retired
- ROE employee

The screenshot shows the 'Role that best fits your position' dropdown menu open, displaying a list of roles:

- District Administrator
- Building Administrator
- Grade School Teacher
- Jr/Sr High Teacher
- Paraprofessional
- School Services
- Technical Support
- Parent
- Community Member
- Other

Double Click and/or Select the school building name where you work or near where you reside if not currently employed from the list below. * :

- Mabel O Donnell Elem School
- Mable Woolsey Elem School
- MacArthur Early Childhood Center
- MacArthur High School

Once you have selected your work situation and role, a third field may appear asking you to select your school.

Step 4: If this field appears, click the down arrow next to **“Double Click and/or Select the school building name where you work or near where you reside if not currently employed from the list below:”** and then **DOUBLECLICK** the name of the school (not district) that you work at or reside near.

Note: If you are not currently teaching in a school, pick a school near where you live. Your data is for demographic purposes only and is not shared with schools.

Tip: You can type the first few letters in the field above the menu to filter your school name rather than scrolling through the list.

When you locate your school name, double click on it to populate this field.

Illinois Teaching Certificate

Finish Later Submit

Step 5: Complete **Illinois Teaching Certificate** area.
 Select Yes or No to indicate whether you hold a current IL teaching certificate.
 - If you select Yes, you must enter your IEIN number.
 If you do not know your IEIN number, please locate it using the link to the Illinois State Board of Education website.

Illinois Teaching Certificate

Do you hold a current Illinois teaching Certificate?:

Enter your IEIN#*:

If you do not know your IEIN # please perform a search at: [Illinois State Board of Education](#):

Finish Later **Submit**

Step 6: Review all information and then click the **Submit** button.

You will receive green confirmation at the top of screen if successful. If corrections are needed, you will see them in red text. Make the corrections and click Submit again.