How to…
Create an IVS-PD Account

ILLINOIS VIRTUAL SCHOOL

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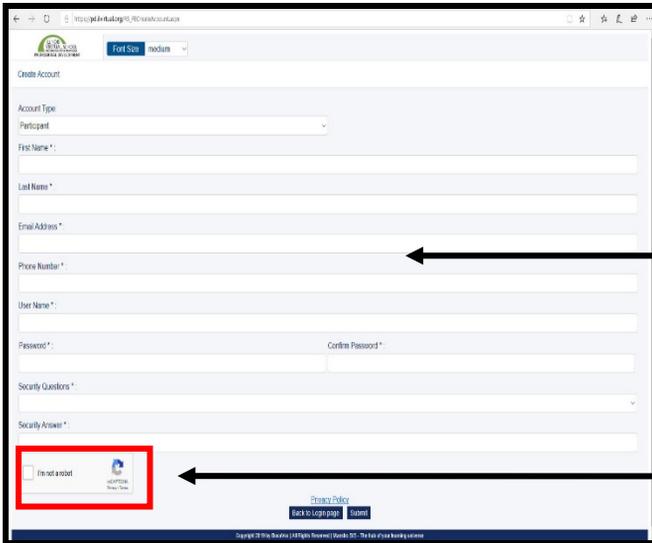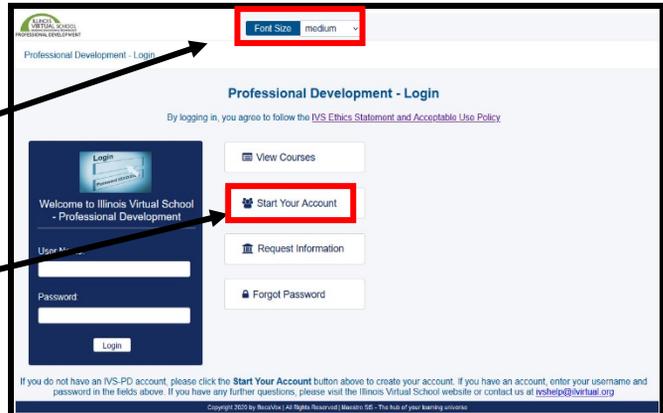
Step 3: Complete the required fields with the appropriate information. *Be sure to use an Email address that you use frequently.*

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).

Welcome FakeEducator, Hera

Your IVS-PD Maestro account has been successfully created.

Your username is: **herafake**

Please check your email for a link to activate your IVS-PD account. Your account MUST be activated to access IVS-PD.

Select the Login button if you want to complete your application now.

Login   Cancel
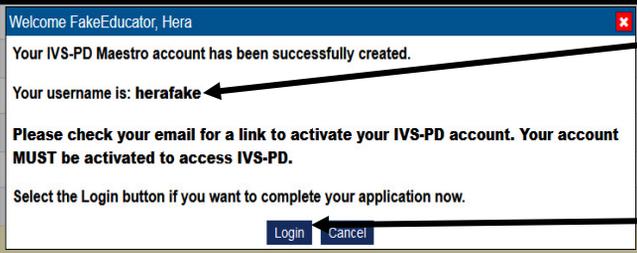
*Verify Account via the Account Activation Email

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.

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. * :

Ma|

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

Yes
No

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?*:
Yes

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.