

Moraine Valley Community College Employee Professional Development Training Guide

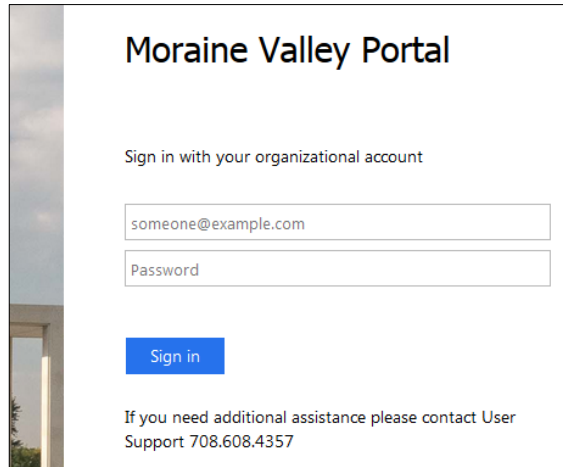
MVConnect

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MVConnect

Login to MVConnect and View Faculty and Staff Portal Page

1. **Login** to MVConnect at <http://mvconnect.morainevalley.edu>.



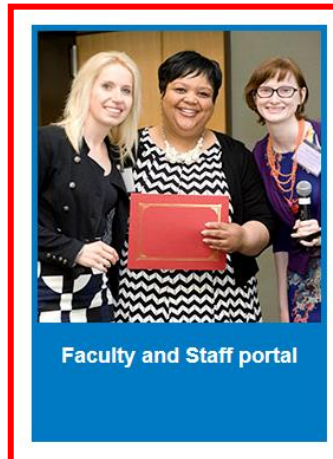
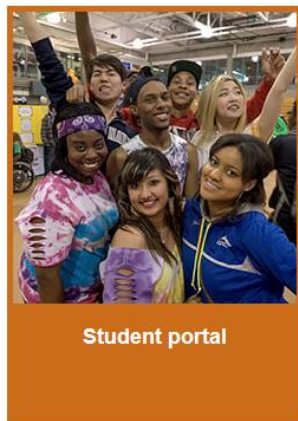
Moraine Valley Portal

Sign in with your organizational account

[Sign in](#)

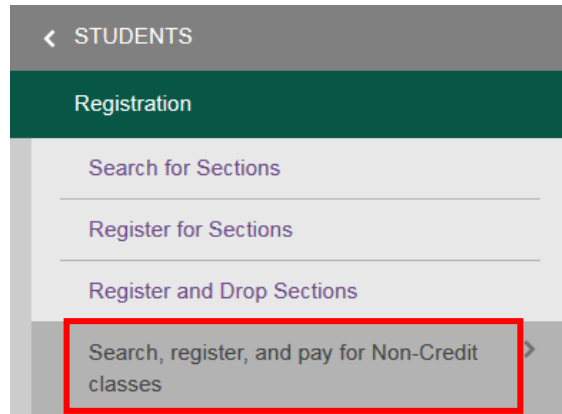
If you need additional assistance please contact User Support 708.608.4357

2. Go to the **Faculty and Staff** portal page.



Search/Register for Professional Development Opportunities

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Registration**.
 - Click **Search, register, and pay for Non-Credit classes**.



3. To view a list of all professional development opportunities:

- Under Topic Code, click **MVCC Employees Only**
- Click **Submit**.

You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Classes Meeting After

Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

Topic Code

Location

Instructor's Last Name

Tips:

- *The MVCC Employees Only topic code is at the bottom of the list.*
- *To narrow the results, you may also search by keyword or course code number.*
- *All employee professional development opportunities have course codes that start with either CTLE, CTLF, or EMPL.*
- *For all CTL courses, type "CTL" under Course Code Number, and click Submit.*

4. To register in a section:

- **Check** the box to the left of the Course Name.
- Click **Submit**.

Select	Course Name and Title	Meeting Information
<input type="checkbox"/>	CTLE-T106-002 Microsoft Word: What's New!	06/24/2015-06 /24/2015 Discussion/Lecture Wednesday 02:00PM - 03:00PM, Building L, Room L243

Tip:

- *Click the Course Name and Title for detailed section information.*

5. Complete “Additional Registration Info.” screen (*optional*) and click **Submit**.

Additional Registration Info x

Go back Help

All entries on this form are optional.

Educational Goal Not planning to Transfer

Course Name and Title Reason For Taking How You Learned of This Class

CTLE-T106-002 Microsoft Word: What's New! For future job skills From a brochure or flyer

SUBMIT

Tip:

- *As it is optional, if you don't wish to fill out this page, simply click Submit.*

6. On the "Pay for Classes" screen:

- Finalize registration by choosing **Register now (check out)**.
- Click **Submit**.

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."
* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CTLE-T106-002 Microsoft Word: What's New!	06/24/2015-06/24/2015 Discussion/Lecture Wednesday 02:00PM - 03:00PM, Building L, Room L243	06/24/15	06/24/15	R. Dampier	0.00		Main Campus	<input type="checkbox"/>

Total Amount Due 0.00

Choose one of the following: Register now (check out) ▾

Select a payment method to complete registration (check out)

Payment Type

7. The "Class Acknowledgment" screen will confirm your registration. Click **OK**.

Tip: You will also receive a "Class Acknowledgement" email from admissions@morainevalley.edu to acknowledge your registration.

Class Acknowledgement

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	CTLE-T106-002 Microsoft Word: What's New!	06/24/2015-06/24/2015 Discussion/Lecture Wednesday 02:00PM - 03:00PM, Building L, Room L243	06/24/15	06/24/15	R. Dampier	0.00		Main Campus

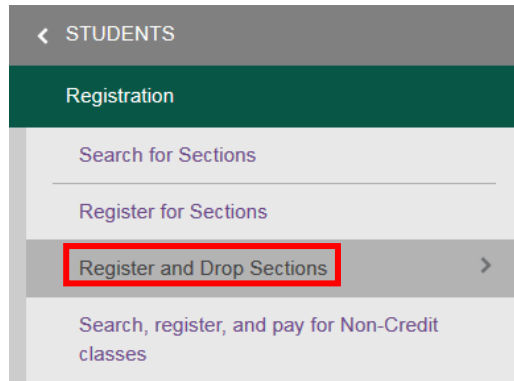
You have not been charged for the successful registrations listed above.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

Withdraw from Professional Development Opportunities

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Registration**.
 - Click **Register and Drop Sections**.



3. Under the Current Registrations area, **check** the “Drop” checkbox to the left of the section you want to remove from your schedule. Click **Submit**.

Note: If you have been pre-registered in a workshop, you may not be able to drop it.

Current Registrations								
Drop	Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Summer Semester 2015		CTLE-T106-002 Microsoft Word: What's New!	Main Campus	06/24/2015-06/24/2015 Discussion/Lecture Wednesday 02:00PM - 03:00PM, Building L, Room L243	R. Dampier	0.00	

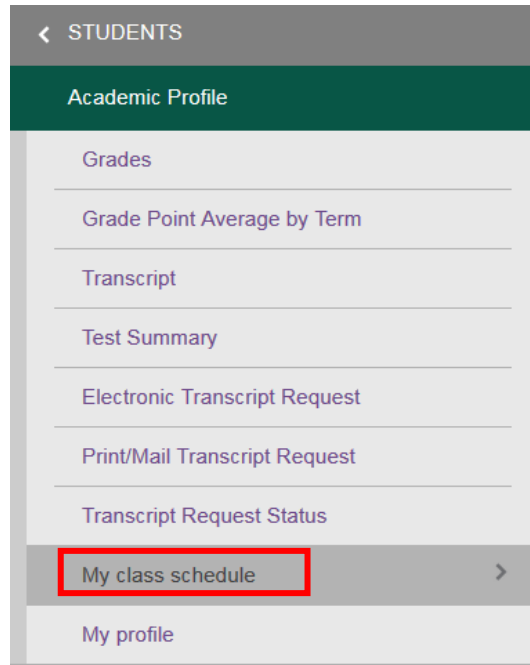
If one of my choices is not available

4. You will receive a confirmation that you have dropped the section. Click **OK**.

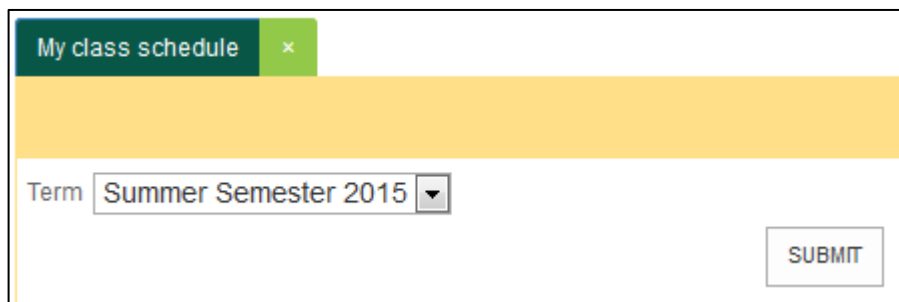
The following request(s) have been processed:								
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer Semester 2015	Dropped from this section		CTLE-T106-002 Microsoft Word: What's New!	Main Campus	06/24/2015-06/24/2015 Discussion/Lecture Wednesday 02:00PM - 03:00PM, Building L, Room L243	R. Dampier	0.00	

View Your Training Schedule

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Academic Profile**.
 - Click **My Class Schedule**.

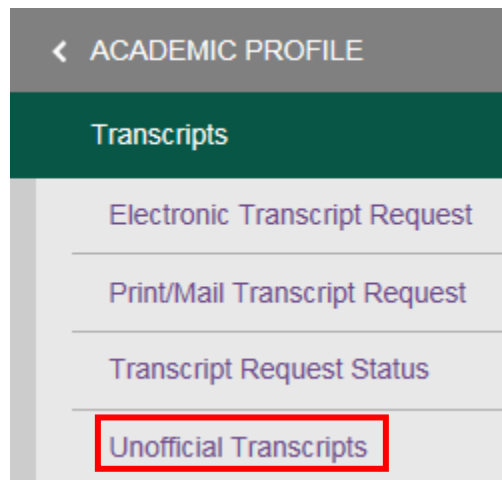


3. Choose **term** and click **Submit**.

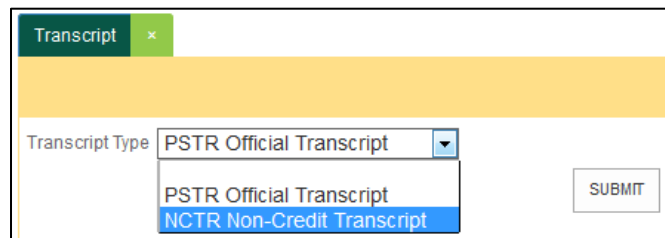
A screenshot of a web form titled 'My class schedule' in a dark green header with a close button (x). Below the header is a yellow horizontal bar. The form contains a label 'Term' followed by a dropdown menu showing 'Summer Semester 2015'. To the right of the dropdown is a 'SUBMIT' button.

View Your Training History

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Academic Profile**.
 - Click **Transcripts**.
 - Click **Unofficial Transcripts**.



3. For the transcript type, choose **NCTR Non-Credit Transcript** and click **Submit**.

A screenshot of a web form. At the top left, there is a tab labeled 'Transcript' with a close button (an 'x' in a green square). Below the tab is a yellow horizontal bar. Underneath the bar, there is a label 'Transcript Type' followed by a dropdown menu. The dropdown menu is open, showing two options: 'PSTR Official Transcript' and 'NCTR Non-Credit Transcript'. The 'NCTR Non-Credit Transcript' option is highlighted in blue. To the right of the dropdown menu is a button labeled 'SUBMIT'.

Facilitators: View Class Roster

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Faculty**.
 - Click **Faculty Information**.
 - Click **Class Roster**.

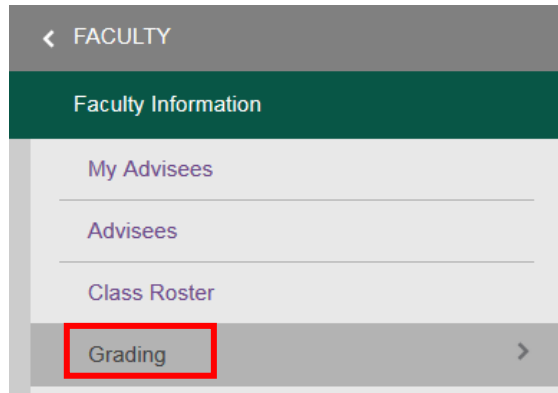


3. Click **Section Name and Title**

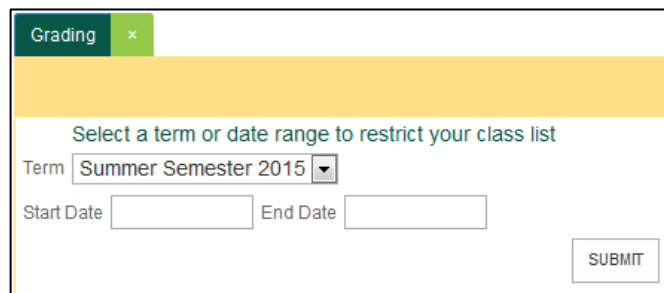
Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
LCDE-100-001 2015 Community Learning Day	Spring Semester 2015	02/24/15	02/24/15	02/24/2015-02/24/2015 Discussion/Lecture Tuesday 10:05AM - 10:50AM, Building D, Room D224	Main Campus	11 / 13 / 0

Facilitators: Enter Final “Grades” (Attendance)

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Faculty**.
 - Click **Faculty Information**.
 - Click **Grading**.



3. Select **Term** and click **Submit**.

A screenshot of a web form titled 'Grading'. The form has a yellow header bar. Below the header, there is a text prompt: 'Select a term or date range to restrict your class list'. There are three input fields: 'Term' with a dropdown menu showing 'Summer Semester 2015', 'Start Date', and 'End Date'. A 'SUBMIT' button is located at the bottom right of the form.

4. From the “Final or Midterm/Intermediate” list choose **Final**. Choose **Course** and click **Submit**.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	LCDE-100-001 2015 Community Learning Day	02/24/15	02/24/15	D	D224	10:05AM - 10:50AM	T	MVCC	2015SP

5. Enter one of the following grades for each participant:
 - Y:** Attended
 - N:** Did not attend

If a participant attended your workshop but is not on your grade list please inform the Center for Teaching and Learning.

Frequently Asked Questions

1. Who should I contact if I do not have access to MVConnect?
Please contact the Help Desk at 708-608-HELP (4357)
2. Who should I contact if I have a hold on my account?
Please contact the Office specified in the hold notice.
3. Can I register in a workshop that has already started?
No. You may not register in a class after it is has started.
4. Can I register in a workshop if there are no seats available?
You will not be able to register for a workshop if it is full.
5. What does a Y or N mean on my transcript?
Y: Attended the workshop
N: Did not attend the workshop
6. What if I need accommodations?
Email accommodation requests to the [Center for Teaching and Learning](#) or call us at 708-974-5347. Please provide a minimum of seven days advance notice for accommodations. For more information, contact the Center for Teaching and Learning at 708-974-5347.

Please direct any other questions to the Center for Teaching and Learning at 708-974-5347.

Last updated 2/14/2018