Moraine Valley Community College Employee Professional Development Training Guide
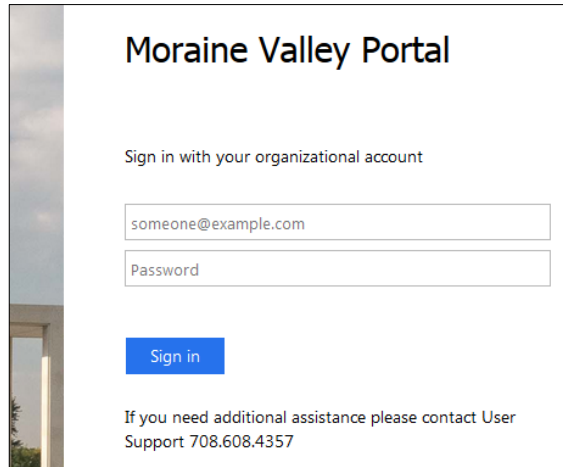
MVConnect

MVConnect

Login to MVConnect and View Faculty and Staff Portal Page

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

2. Go to the **Faculty and Staff** portal page.
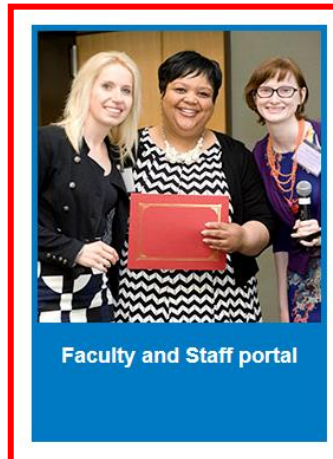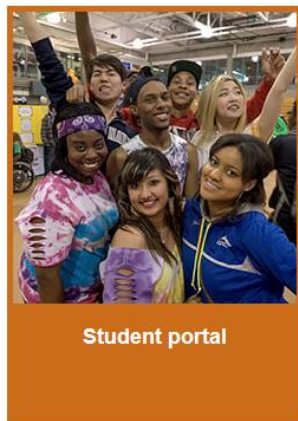
Search/Register for Professional Development Opportunities

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.**
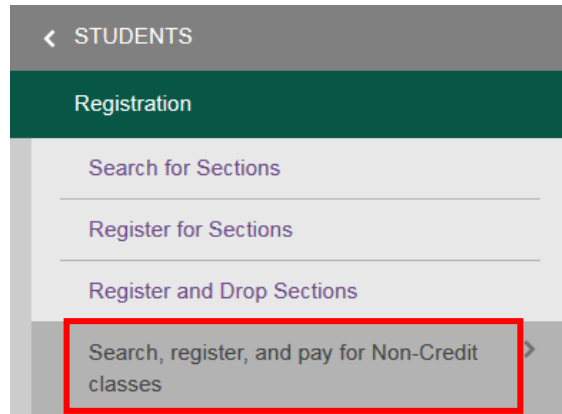
3. To view a list of all professional development opportunities:
   - Under Topic Code, click **MVCC Employees Only**
   - Click **Submit.**

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
☑	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**.

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	☐

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   [▼]

SUBMIT

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   ×

Go back   Help

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

OK

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.**
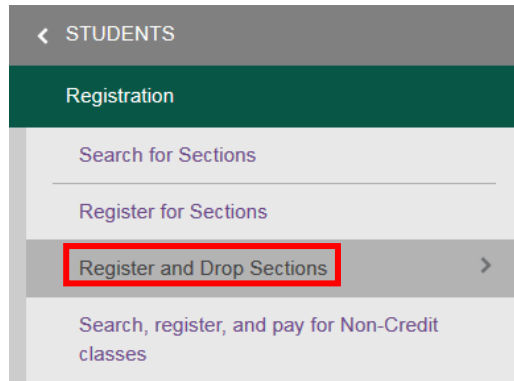
3. Under the Current Registrations area, **check** the "Drop" checkbox to the left of the section you want to remove from your schedule. Click **Submit**.
   Note: If you have been pre-registered in a workshop, you may not be able to drop it.

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

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.**

< STUDENTS	
Academic Profile	
Grades	
Grade Point Average by Term	
Transcript	
Test Summary	
Electronic Transcript Request	
Print/Mail Transcript Request	
Transcript Request Status	
My class schedule	>
My profile	
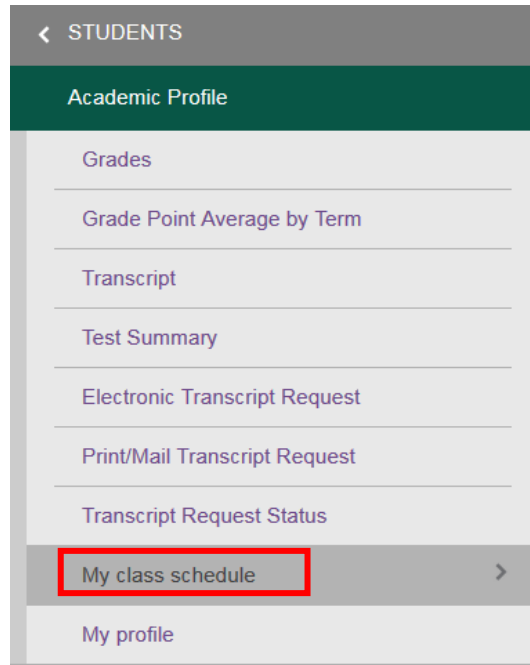
3. Choose **term** and click **Submit**.
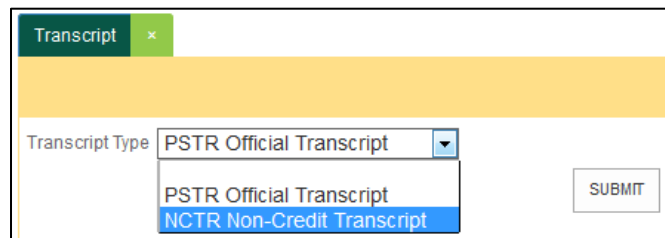
My class schedule	x
Term	Summer Semester 2015 ▼
	SUBMIT

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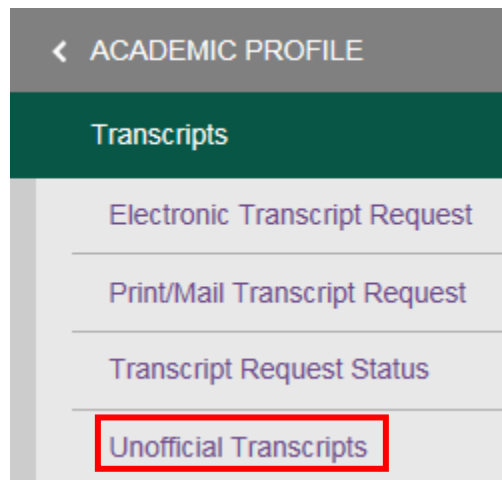
3. For the transcript type, choose **NCTR Non-Credit Transcript** and click **Submit**.

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**.
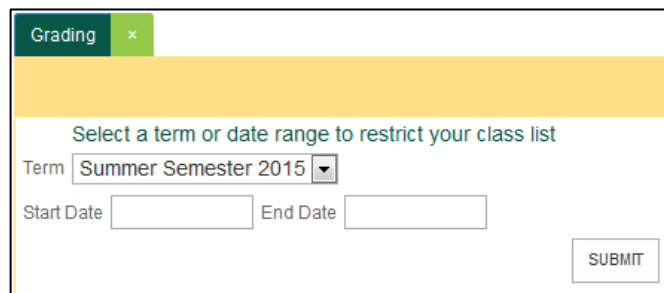

3. Click **Section Name and Title**

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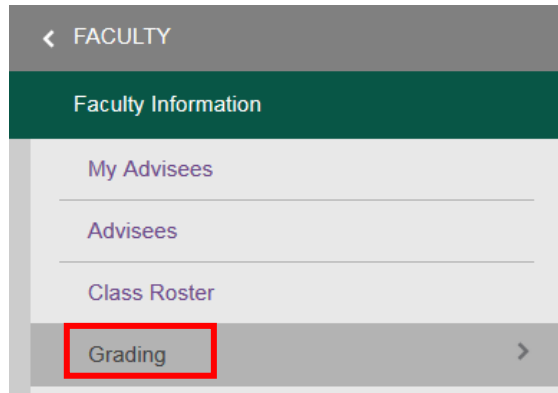
3. Select **Term** and click **Submit**.

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

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