How to Guide: Professional Development in the iPOS

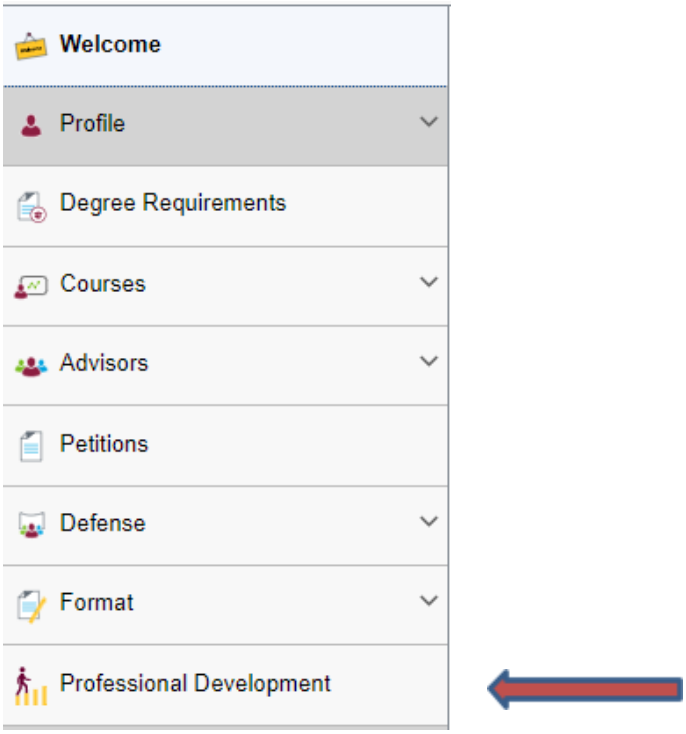
Introduction

The Professional Development page in your iPOS allows you to record your professional development opportunities throughout your educational program. There are pre-populated areas to choose from in the drop-down and the ability to add others, as well as the ability to upload documents and export the information.

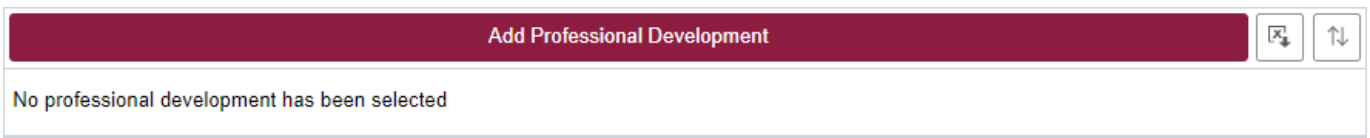
Process

To record your professional development experiences in your iPOS, follow these steps.

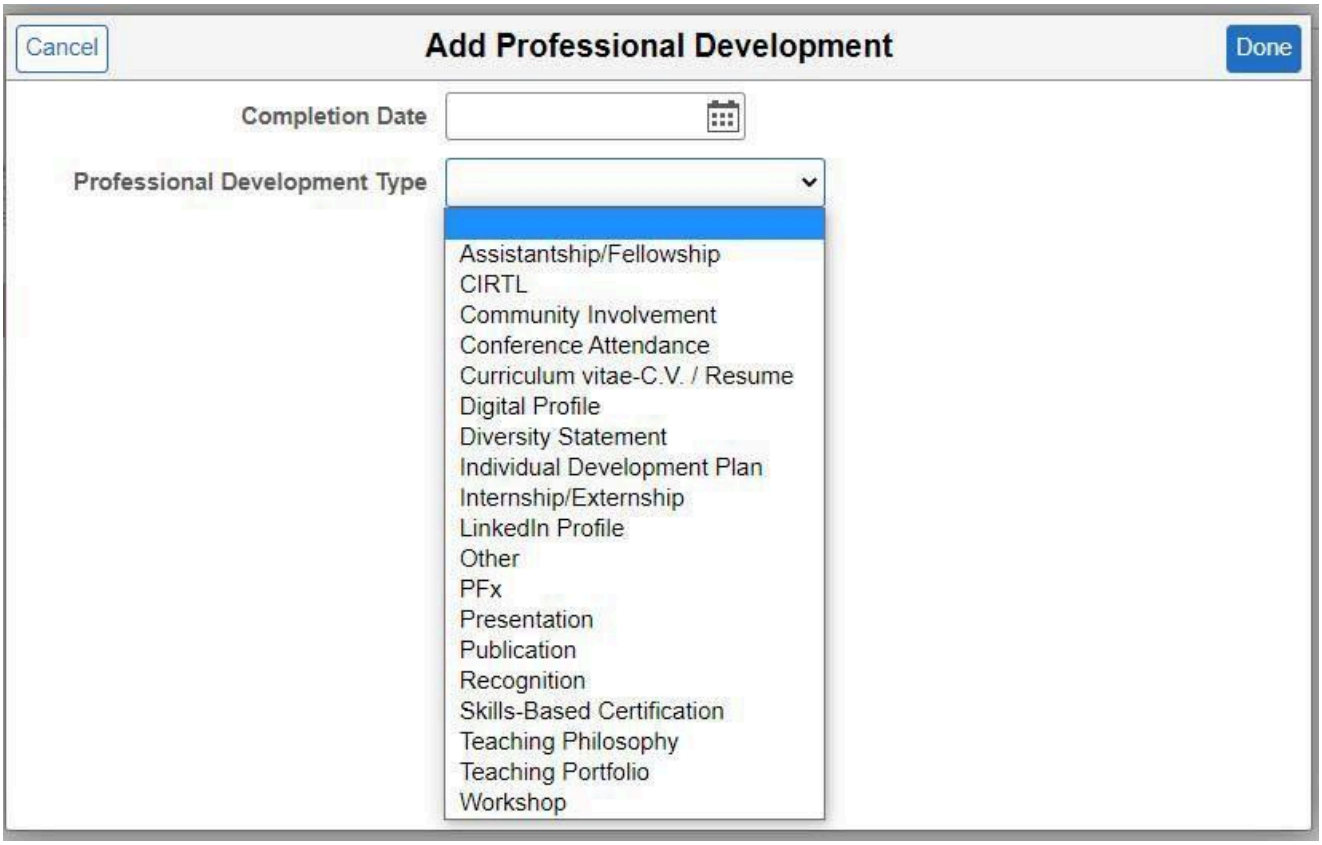
1. Access your iPOS through your My ASU page.
2. Click on **Professional Development**



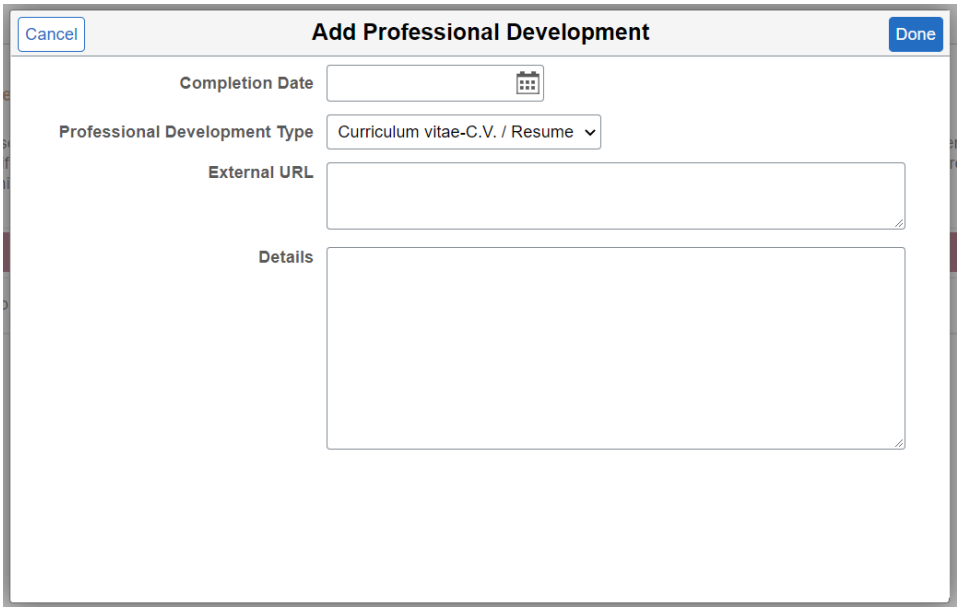
3. Click on **Add Professional Development**.



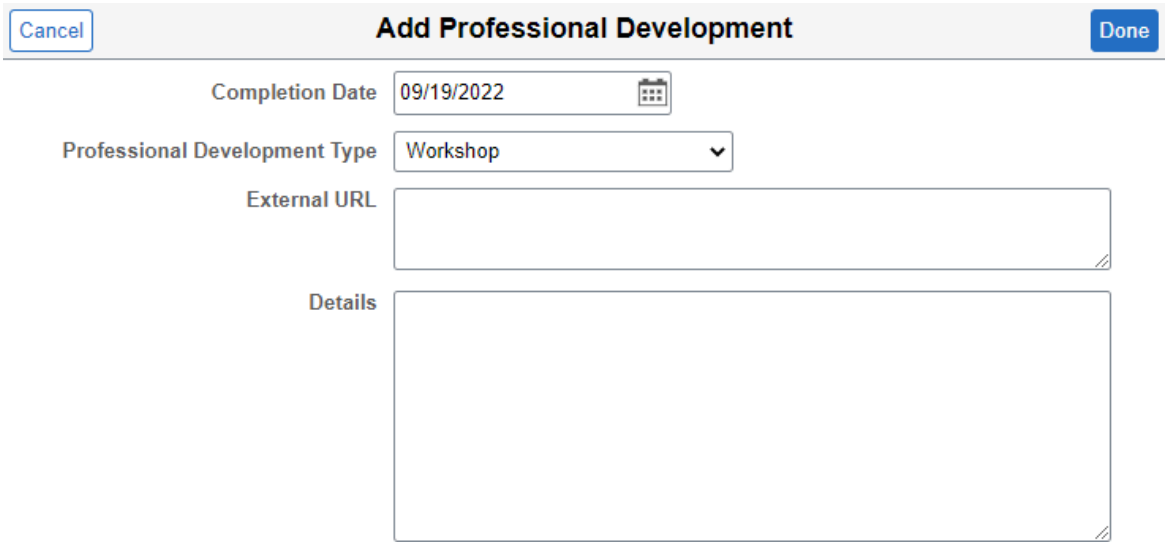
4. A list of professional development types to choose from is pre-populated in the drop-down. You can choose **Other** for any not already listed.



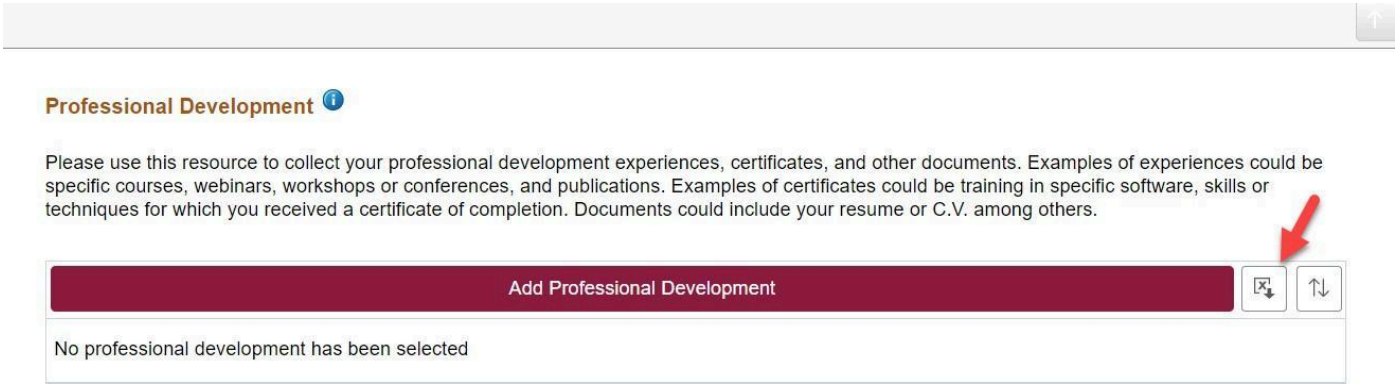
5. Enter the completion date, the type of professional development from the dropdown, the URL if applicable, and provide details about the type of professional development.



6. Click on **Done** and **Submit**.



Note that you can export the data to Excel by clicking the box shown below.



Please contact your Staff Advisor in the Academic Unit if you have any questions.