

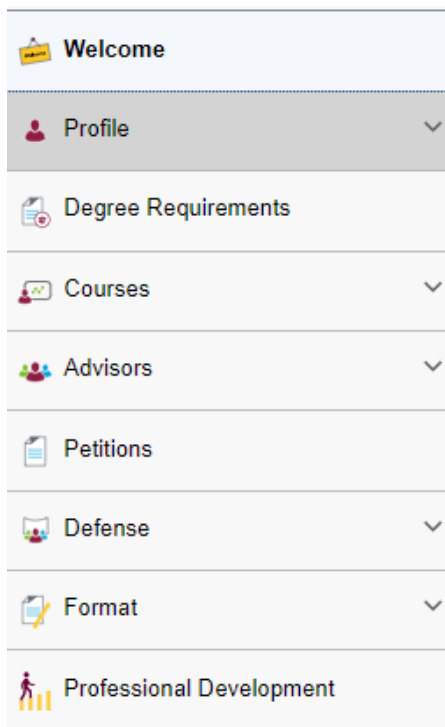
Introduction

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**.

Add Professional Development			
No professional development has been selected			

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.

The screenshot shows a web form titled "Add Professional Development". At the top left is a "Cancel" button and at the top right is a "Done" button. Below the title bar, there are two fields: "Completion Date" with a calendar icon and "Professional Development Type" with a dropdown arrow. The dropdown menu is open, displaying a list of 18 options: Assistantship/Fellowship, CIRTl, Community Involvement, Conference Attendance, Curriculum vitae-C.V. / Resume, Digital Profile, Diversity Statement, Individual Development Plan, Internship/Externship, LinkedIn Profile, Other, PFx, Presentation, Publication, Recognition, Skills-Based Certification, Teaching Philosophy, Teaching Portfolio, and Workshop. The "Other" option is highlighted in blue.

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.

The screenshot shows the same "Add Professional Development" form, but now with more fields filled out. The "Completion Date" field is empty. The "Professional Development Type" dropdown is set to "Curriculum vitae-C.V. / Resume". Below this, there is an "External URL" field which is empty. At the bottom, there is a "Details" field, which is a large text area, also empty. The "Cancel" and "Done" buttons remain at the top.

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

Cancel

Add Professional Development

Done

Completion Date

09/19/2022

Professional Development Type

Workshop

External URL

Details

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

Professional Development

Please use this resource to collect your professional development experiences, certificates, and other documents. Examples of experiences could be specific courses, webinars, workshops or conferences, and publications. Examples of certificates could be training in specific software, skills or techniques for which you received a certificate of completion. Documents could include your resume or C.V. among others.

Add Professional Development



No professional development has been selected

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