



ELPDC SCVIEW INSTRUCTIONS

Submitting Plan

- Log into myscview.com
- On the line that says, Login, Google, Microsoft, Onelogin.....you will select Google
- In the block that says "Database" you will type in the word Edgewood and hit Login
- It will then ask you to choose an account, Choose your Edgewood Email
- You will then go to "tools" at the top of the page
- Select IPDP from the dropdown menu
- Click on the 'add Plan" button
- Under IPDP Information, you will see your name
- Type in the Plan name "Jane Doe IPDP"
- Building: Select from the drop down menu
- Effective From: Put in the date that your IPDP was approved
- Effective To: Put in the date that your license expires
- Click on the "Amended Plan" from the dropdown menu if you already have an existing plan that has not expired. If your license is expiring, click on the "New Plan" tab and begin your new IPDP.
- Click on the Plus sign under Licensure/Certification Information
- Requested Hours 180
- Click on the Certificate/Licensure ID

- Click on the Renewal Cycle from the dropdown menu
- Click on the disk under the words "Licensure/Certification Information"
- Click on the plus sign again and select your next license
- Click on the renewal cycle
- Click on the the disk under the words "Licensure/Certification Information"
- Click on Goal 1. Type or copy/paste your **Goal, Activities, Assessment, and Application**
- Do the same thing for the remainder of your goals
- Hit save at the bottom left of the page
- If you only have two goals, type the letters N/A in goal 3.

You are now finished. Your goals will now be sent for approval.