Moraine Valley Community College
Employee Professional Development
Training Guide

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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.**

   ![Course Registration Table]

   **Tip:**
   • **Click the Course Name and Title for detailed section information.**

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

   ![Additional Registration Info]

   **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**.

   ![Pay for Classes Screen]

   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

   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 Acknowledgment Screen]
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.

3. Choose term and click 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

<table>
<thead>
<tr>
<th>Section Name and Title</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Information</th>
<th>Location</th>
<th>Reg/Avail/Wait</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCDE-100-001 2015</td>
<td>Spring 2015</td>
<td>02/24/15</td>
<td>02/24/15</td>
<td>Discussion/Lecture Tuesday</td>
<td>Main Campus</td>
<td>11 / 13 / 0</td>
</tr>
</tbody>
</table>
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 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