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](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 EMPL Professional Dev.
   - Click Submit.

Tips:
- The MVCC EMPL Professional DEV 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 course codes start with CTLF, CTLE, and 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course Name and Title</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CTLE-T106-002</td>
<td>06/24/2015-06</td>
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<td>Microsoft Word:</td>
<td>4/24/2015</td>
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<tr>
<td></td>
<td>What's New!</td>
<td>Discussion/Lecture</td>
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<td>Wednesday</td>
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<td>L243</td>
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</table>

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

5. Complete “Additional Registration Info.” screen (optional) and click Submit.
6. On the “Pay for Classes” screen:
   - Finalize registration by choosing **Register now (check out)**.
   - Click **Submit**.

![Register now button highlighted](image)

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.
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 Transcript.

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
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

Please direct all other questions to the Center for Teaching and Learning at 708-974-5347.