



Professional Development Online Tracking Instructions

Following are the instructions for on-line entry of professional development activities:

1. Go to <https://hrweb.resa.net/eEmployee>
2. New employees click **Not a registered user? Click here!** Then complete account registration. If you have not received your employee identification number contact Employee Services.
3. Select Livingston ESA as the district
4. Complete all items shown with a red asterisk including creating your own Login ID and Password (you will need to note your Login and Password for future use)
5. You may now Log In using the user name and password you just created to enter your professional development.
- Start here** → 6. Click on the “Prof Development” tab.
7. Make sure the correct school year is showing prior to entering your data.
8. Select [Add New PD Record](#) and use the template and pull down menus to record your professional development activity

If you ever forget your user name and/or password simply click on the links [Forgot User Name? Click here!](#) Or [Forgot Password? Click here!](#) and the system will walk you through the steps necessary to retrieve your user name and to reset your password. (you will need your employee identification number for this purpose)

IMPORTANT: Be sure you do not miss the deadline. A message will appear at the top of the Annual Record of Professional Development screen letting you know the deadline for entering your professional development each school year. This date will vary each school year based upon Michigan Department of Education’s reporting period.

If you have any questions feel free to contact your Jenn Damon @ jenndamon@livingstonesa.org.