Find the website:
Click Staff Resources in the Quick Links.
Click on the Professional Growth System Login link.

Log on to PGS System:
If this is the First Time you are logging into the Professional Growth System:

- Your Name is: Your Employee Number
- Your Password is: BPS123
  - If your employee number is less than 5 digits, for example 350, you will need to left zero fill it up to 5 characters. Your new number in this case would be 00350.
Manage Your Demographics:
If this is the first time you are logging into the Professional Growth System:

- You will be asked to create a clue question and answer that will help you retrieve a lost or forgotten password.
- You will be asked to verify your staff position and demographic information.
- You will be asked to review and update your location information.

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- You will be asked to verify your staff position and demographic information.
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- You will be asked to create a new password and confirm it. There are no special password configuration rules, but you are limited to a maximum of 8 characters.
- Finally, you will be asked to review your Demographic Information one last time. This information was imported from MUNIS. Please make any necessary corrections and click Done.

At regular intervals you will be asked to update your demographics upon login. You can change your demographics at any time by clicking on the My Profile button at the top right of the PGS screen.
Search for a Course:
You can search the Course Catalog from the Home page, as well as under the Course Catalog tab.

On the home page select Contains from the Drop Down menu.

Type in a key word contained in the Course Title. If I worked for Instructional Technology, I would type in the word Instructional.

Click Find Courses. All the courses with the word Instructional in the title will be listed.

Register for a Course:
Locate the course you want to take. A short description will appear under the course title. Click on the View Sections button as shown below.
Click on the **Section Title**. This is usually the title of the course including the date of the class.

Click on the **Register** button on the next screen.

When the blue status bar appears, click **Next** to complete your registration.

You are now registered for the class. You will receive an email confirmation that you have registered for your class.
Complete the Feedback Form:

You must complete a Feedback Form following each PLO you attend to receive credit for that course. To do this:

Click on the Transcript tab.

Scroll down until you see the course title.

Click the Take Survey button.

Fill out the survey and submit.

Check your Hours & Certificates:

Click on the Transcript tab to track the number of District Credits, PD175, PD75, or staff development hours you have accumulated.

Click on the My Credentials tab to check your professional certificates and certifications.