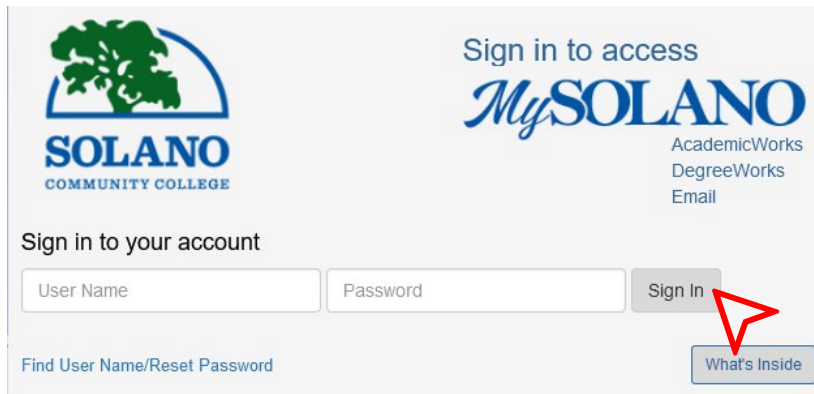


FAQ: How to sign up for a session?

The Professional Development System tracks and reports all professional development for all Solano employees. It is highly recommended that participants sign up for sessions they plan to attend.

To Log in through My.Solano

1. Log in through **My.Solano** with your Solano user name and password:



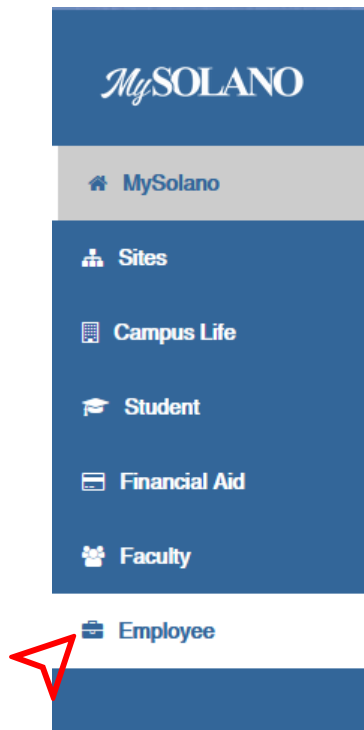
Sign in to access
MySOLANO
AcademicWorks
DegreeWorks
Email

Sign in to your account

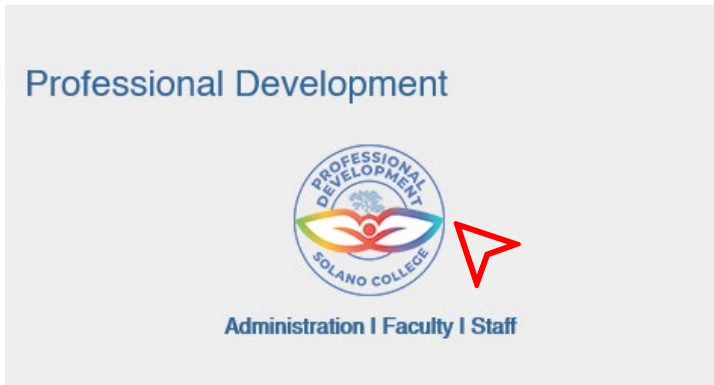
User Name Password Sign In

Find User Name/Reset Password What's Inside

2. In My.Solano, select the **Employee** tab:



3. Scroll down the page and click on the **Professional Development** logo:



4. It should automatically **redirect** you into the Professional Development system:

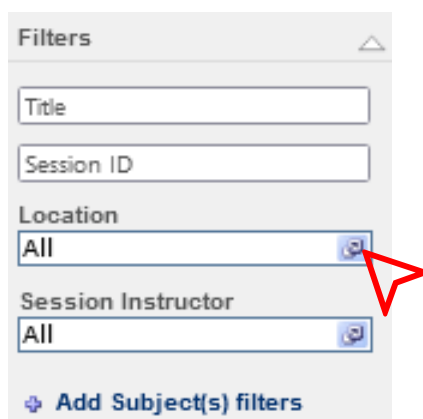


To Sign up for a Session

1. Once in the Professional Development system, view the available sessions by clicking on the **Events Calendar** or hovering over the **Learning** menu and selecting **Workshop Calendar**:



2. To view professional development opportunities offered by Solano, go to the **Filters** and click the **Expand** icon under the **Location** options:



3. Find Solano by navigating the list of colleges or searching for Solano by name. After finding Solano CCD, click on the **blue plus sign**:

Select Facility

Search

Name: ID: Owner:

Top Node

(71 Results) << < 4 5 6 7 8 > >>

Hierarchy

ADD	TITLE	ID
	SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT	600
	San Mateo County Community College District	500
	Santa Barbara City College District	600
	Santa Clarita Community College District	600
	Santa Monica College District	700
	Sequoias Community College District	560
	Shasta-Tehama-Trinity Joint Community College District	170
	Sierra Joint Community College District	270
	Solano CCD	280
	Southwestern Community College District	090

4. Now the Workshop Calendar only lists sessions offered by Solano Community College. Find the specific session you would like to attend, click on it to view details, then select **Request**:

SESSION

Professional Development System Open House

Tue, Oct 12, 2021, 12:00 PM - 1:00 PM PDT
Register by Tue, Oct 12, 2021, 12:00 PM PDT

Solano CCD

1 hour

English (US)

College Information

100 out of 100 seats available

[Show More](#)

PARTS / SCHEDULE




OCT Tue, Oct 12, 2021, 12:00 PM - 1:00 PM PDT

12 Professional Development System Open House
Michelle Smith
Solano CCD

5. The session is now listed in the **Active Transcript** including any other upcoming, pending, or in-progress activities:

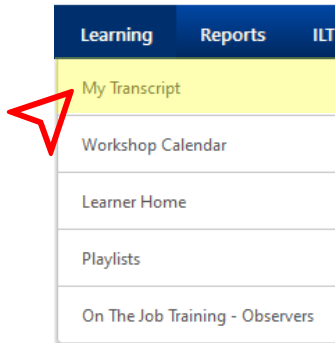
Active ▾ By Date Added ▾ All Types ▾ 🔍

Search Results (3)

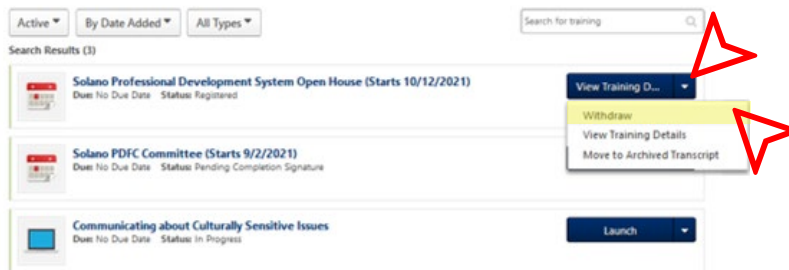
	Solano Professional Development System Open House (Starts 10/12/2021) Due: No Due Date Status: Registered	View Training D... ▾
	Solano PDFC Committee (Starts 9/2/2021) Due: No Due Date Status: Pending Completion Signature	Sign ▾
	Communicating about Culturally Sensitive Issues Due: No Due Date Status: In Progress	Launch ▾

To Withdraw from a Session

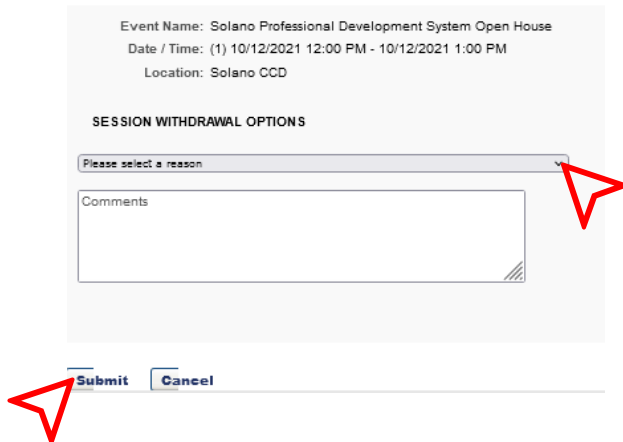
1. Go to the Active Transcript by hovering over the **Learning** menu then clicking on **My Transcript**:



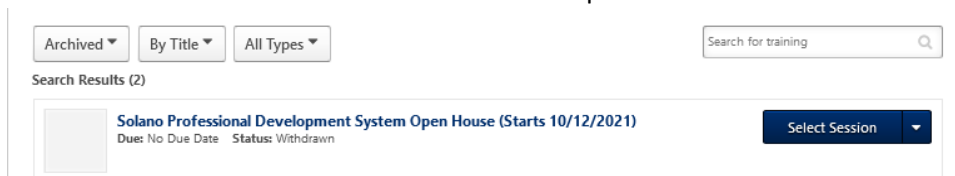
2. The **Active Transcript** includes any upcoming, pending, or in-progress sessions. To **Withdraw** from an upcoming session, click on the arrow (▼), then select **Withdraw**:



3. Select a reason for withdrawal from the dropdown menu then click **Submit**:



4. The session is now listed in the **Archived** transcript:





*Thank you for supporting
Solano Professional Development!*