Logging In

Log in to the PL Essentials system using the **EGUSD ClassLink Portal**. To access the Portal:

1. Go to the EGUSD website at www.EGUSD.net.
2. On the navigation bar across the top of the homepage, hover over EGUSD EMPLOYEES.
3. Click **ClassLink Portal**.
4. Click **Sign In with EGUSD Account**.
5. If prompted, enter your EGUSD username and password.
6. Click the **PL Essentials app icon**.
7. You will be automatically logged in to the PL Essentials system.

Searching for a Course

**Basic Search**

1. In the Course Search channel on the homepage, enter a search term, then click **Search**. You can also click **Show All** to browse the entire course catalog of courses that are available to you (based on your district demographics such as location and job classification).

2. A list of all courses matching the criteria and available to you (location, demographics) displays.
**Advanced Search**

1. In the Course Search channel, click **Advanced Search** for a more detailed search of the catalog.

2. Complete the form on the next screen, then click **Search**.

3. A list of all courses matching the criteria and available to you (location, demographics) displays.

**Search by Curriculum Tags**

1. Locate the **Find Courses by Tags** channel.
2. Click on the desired Curriculum category to view a list of associated courses available to you (location, demographics).
Your Search Results – Navigating the Course Catalog

The course catalog listing includes the following:

A. Refine the list by subject tag, category, and more using the checkboxes on the left.
B. Click a thumbtack icon to mark a course (called pinning) for filtering using the button at the top of the list. (This is a great way to save a course for viewing later.)
C. Re-sort the list.
D. The course type is designated. (EGUSD does not currently offer a self-paced course option.)
E. Click on a course title to view its details.
F. If the course is required for any badges, click the link to view the associated badge list.
G. Click Credit to view all possible credit types for the course.
H. If enabled for your district, see the rating given by other participants.
I. Based on the course type, you will be provided a link to register, join, or view the course.
Registering for a Course

1. Click a course or section title to view additional details. (Click the i icon for a quick preview of section details.)

   ![Course Details]

   - **Instructor Led**
   - **#111 FSES School Improvement Plan**
   - The activity of participating in the School Improvement Plan Committee for the current school year has been assigned points that may be used for re-certification.
   - Views 4
   - Credit

   **Select a section to register**

   - **Responsibility to the Community Section**
     - Date: 03/18/2015 @ 1:00 PM
     - Seats: 8 left of 50
     - Register

   - **Essential Life Skills Section**
     - Date: 03/18/2015 @ 1:00 PM
     - Seats: 4 left of 50
     - Register

2. The number of seats available for each section is displayed.

   ![Seat Availability]

3. Click **Register** for the desired section.

   ![Register Button]
4. Confirm the section information, then select **Next** to continue registration.

![Course Information](image)

5. If the course offers more than one credit type, you will be prompted to select the credit type you want for the course. Then click **Next** to register.

![Choose Credit Type](image)

6. Once registration is successful, the confirmation screen will appear.

![Congratulations](image)

- **Calendar Updates**
  - [Click here](#) to connect this event and your other calendar data to an external calendar or to download the .ics file.
  - Select **My Course List** on the PL Essentials homepage to view a list of courses for which you’ve registered.
  - **Please note:** The Credit Type options will also be listed on all workshop sign-in sheets. If you select a different credit type on the sign-in sheet than you selected when registering in the PL Essentials system, **the credit type you receive will be defaulted to the type you selected when registering in the PL Essentials system.**
Withdrawing from a Course

When you are unable to attend a workshop that you are registered for, please always be sure to Withdraw (previously called “drop” in the ERO system) from that course. Withdrawing allows any waitlisted staff to be registered, and also gives presenters an accurate count of attendees.

1. Locate the My Courses channel, and click **Manage and Withdraw From Courses**.

2. Locate the course from which you wish to withdraw, click **Actions**, then select **Withdraw**.

3. Click **Withdraw** again to confirm.
Taking a Survey

What were previously called Course Evaluations, which were forms completed at the end of a workshop, are now called **Surveys** and will be completed directly in the PL Essentials system after a course has been posted by CPL.

1. To access your surveys, locate the **My Surveys** channel.
2. Once a course is completed and the participant is marked complete, a survey will appear in this list. Click on **Start Survey**.

   ![Survey List](image)

3. Complete the survey form. If the form contains more than one category, click Record & Go to Next Category. Otherwise, click **Record & Return to Menu**.

4. A status summary of the survey will display. If necessary, click a category name to complete it.

   ![Survey Status](image)
Submitting External Credit Requests

To receive salary credit hours for professional learning courses taken outside of the district, a staff member must submit an External Credit Request (previously called Prior Approval forms).

1. At the Navigation bar across the top of the homepage, click **External Credit Request**.

2. To submit a new request, click **New Request**, and select your classification type (Certificated or Classified) from the drop-down menu. Please do not use “Administrative Entry Only.”

3. Read the instructions and notes at the top of the form, and complete the online request form as directed.

4. Once you have completed the form and attached a course description, click **Submit for Pre-Approval** to officially submit, or **Delete This Request** to cancel your submission.

5. Obtaining your Administrator’s signature is now done electronically. Once you submit your request for pre-approval, a notice will be sent to your Administrator letting them know that they have a request that needs review. Once your Administrator reviews and approves, then the request is officially submitted to the CPL department. *It is the responsibility of the employee to make sure that their administrator reviews and approves their submission in a timely manner.*

6. Once CPL has electronically received your submission as approved by your administrator, it is then considered officially “received” and the 20 working-day processing timeline can begin.

7. You will be able to check the status of your submitted requests using the PL Essentials system by accessing the “External Credit Request” page the same way that you did to submit a request.

8. Once your submission has been approved by CPL and you have completed your course, you will submit your proof of completion online using the PL Essentials system as well by going back into the now approved submitted form, and attaching a scanned copy of your proof of completion. Human Resources will review your submitted proof of completion, and post the completed course to your official transcript.
Checking Your Transcript

You can now check your official EGUSD Transcript instantly using the PL Essentials System! There are two places on the PL Essentials homepage that will link you to your current transcript:

1. At the Navigation bar across the top of the homepage, click **Transcript**.

2. Or, on the “My Courses” channel, select **My Transcript**.

Your official EGUSD transcript will be displayed, containing both in-district workshops and out-of-district coursework. Courses are listed starting with your most recent courses.

If you have any questions regarding the posting of your **in-district workshops/courses**, please contact Curriculum and Professional Learning at StaffDevTransPD@egusd.net.

If you have any questions regarding the posting of your out-of-district **External Credit Requests** (previously called Prior Approval forms), please contact Human Resources at HRExternalPD@egusd.net.

You can also check your **salary advancement status** by clicking the memorized Advancement Report in the **Reporting** channel on the homepage. The report that is available to you will be based on your Classification. Click **Run Report** to check your status towards advancement. **Questions** on your advancement status can be directed to either email address listed above.

*Note: Please do not click “Delete” next to your report.*
Where to Get Support

If you have any questions or issues that this user guide does not cover, please see below.

- If you are having technical issues logging in via the EGUSD ClassLink Portal, please contact the Technology Services Department help desk.

- If you have any questions on the basic navigation and usage of the PL Essentials system, please contact the Curriculum and Professional Learning Office.

- If you have questions about reading your transcript or understanding your Advancement Report, please contact either Human Resources at HRExternalPD@egusd.net or Curriculum Professional Learning at StaffDevTransPD@egusd.net.

- If you have any questions regarding the posting of your in-district workshops/courses, please contact Curriculum and Professional Learning at StaffDevTransPD@egusd.net.

- If you have any questions regarding the posting of your out-of-district External Credit Requests (previously called Prior Approval forms), please contact Human Resources at HRExternalPD@egusd.net.

- The PL Essentials system also has a built-in product information help section. To access this, click the question mark button located at the top right hand side of the PL Essentials homepage.