Mifflin County School District

Professional Learning Center (PD Express-Lucid Data Corporation)

Logging onto the MCSD PD Express Site

- Open a web browser such as Internet Explorer or Google Chrome
- Type the URL path http://www.mcsdk12.org/
- Click on the STAFF link, then click PD Express
- Faculty and Staff members of MCSD, type your MCSD Network user ID (ie. sos25) and password
- Athletic/Event Staff, use your Skyward Employee Access user name and the password will be your last name.
- The Domain should be MCSD
- Click the LOG IN button

MIFFLIN COUNTY SCHOOL DISTRIC	Т
PROFESSIONAL LEARNING CENTER	

Password	
Domain MCSD V	
Log In	
0	

Navigating the PD Express Site - From the menu at the top, there are several tabs as shown below...

	Home Pag	Home Page 🤅
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- *Home* will show "Announcements" and the "District Schedule" in the lower portion of the window. You can also print a "Transcript" from this area.
- **My Information** Include areas that will provide you with additional information...this includes requesting "Out of District PD."
- In District PD When released, the "In District PD Catalog" will show a list of courses that you have been enrolled into or you can choose.
- Resources Click on Additional Resources for other requirements and FAQ.
 Note: If you click the FAQ link, click the BACK arrow in the top left of the browser window to return to PD Express
- Logoff logs you out of PD Express
- To learn more, click on the tab and then the question mark in the upper right hand corner.



Requesting "Out of District PD" -

- From the menu at the top, click MY INFORMATION
- Click the OUT OF DISTRICT PD link
- In the left corner, click on the REQUEST OUT DISTRICT PD button as shown below...

JENNIFER MITCHELL Admin Building	Home My Information	In District PD Resources	Administration Logoff	
Request Out District PD Transcript				
💡 📓 🍣 🛛 Find by Name or ID 🛛 🛛 🗍 Find	All Completed f	rom 7/1/2017 to 6/30/2018		
📎 Title Type	Sta	atus Submitted		Approved

📑 Out District PD Pr

- Complete the request with the following information...
 - School Year: Type year in which you will be attending
 - Type: Conference Request Form (select this type only)
 - Description: Type the name of the PD
- Click NEXT

Request Out District	PD		
Select a school year	:		
Select a type:			
Conference Request Form		-	
Enter a description:			
Course 1 Foundations: Dat	a to Action (example)		

- Fill in all fields to assist the approval process. <u>Note</u>: Click on the "?" to retrieve helpful tips for completing the data needed for a particular field.
- Click the SUBMIT FOR REVIEW button
- You will receive a confirmation email after all three levels of approval are complete.

PDEXPRESS - Level of Approval

Level	Administrator
1	Principal
2	Jennifer Mitchell
3	James Estep

Saved (9/7/2018 10:	18:28 AM). Print Submit for Review	Save			
Instructions					
	Mifflin County School District				
Out of District Conference Request					
Please be sur relevant infor will review yo and finally th	re to fill in all fields to assist the approval process. You may att rmation regarding the conference as needed. Your building prin our request first, followed by the office of professional developm le superintendent.	ach icipal ient,			
Title	Course 1 Foundations: Data to Action (example)				
School Year	r 2018				
Туре	e Conference Request Form				
Status	5 New				
Chronology	/ Created: 9/7/2018 10:13:27 AM				
Approval History	This proposal has not been submitted for review.				
Title	Course 1 Foundations: Data to Action (example)	•			
Employee Name	•				
Building	•				
Conference Title	a	•			
Location of PD	•				
Date 🥑	•				
Description 🥥		_/.			
Link to Professional Goals 🥥		1.			
Registration Expense 🥹	·				
Transportation Expense 🥥	•				
Meal Expense 🎯	·•				
Lodging Expense	· · ·				
Substitute Expense 🥑	•				
Comments	s				
⊗Attachments	5 None.				
	Print Submit for Review	Save			
	Form: Conference Request Form (10014)				