

How to Request A PD Course...

Step 1: At

<https://pd.ilvirtual.org/>,
type the **IVS user
id/name and password**
you created during the
application process.
These credentials were
also emailed to you.

Click the **Login** button.

ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY
PROFESSIONAL DEVELOPMENT

Login Page

Your account as an Educator allows you to:

- Create and Access your admissions application
- Register for courses
- Pay fees and manage billing
- Access your personal information
- Manage your notification preferences

Create an Educator Account

User ID:

Password:

Login

[Forgot your password?](#)

Welcome, FakeEducator, Yosemite [Barrington Middle Sch Station - Educator]
Today is Monday, 8/9/2010 [Logout](#)

Main menu

- Home
- Calendar
- Billing
- Make a Payment
- Contact School
- Account Settings
- FakeEducator, Yosemite
 - Register for a course
 - Personal Information
 - Current Courses
 - Drop a course

The Home page will open. If there are any messages, they will be listed in the open area.

Step 2: Click "**Register for a course**" in the Main menu

Step 3: In the new window, click the drop down arrow for Course.

Note: If there are no courses listed, either your area does not offer any online PD at this time or you have selected the incorrect ROE/School District when you completed your application.

Please click "**Personal Information**" in the Main Menu and update your Work Information if needed.

Register for Courses

Course:

Making the Technology Connection-Barrington SD 220

Registered Courses

You are not currently registered for any courses.

Primary Phone*: 309-676-1000 Secondary Phone:

Email*: dlewis@ilvirtual.org Mobile Phone:

Illinois Teaching Certificate

Do you hold a current Illinois Teaching Certificate*:

Enter your IEIN #: 99999999

If you do not know your IEIN # please perform a search at: [Illinois State Board of Education](#)

Work Information

Select your current work situation*:

Select a local education agency where you work*:

Agency Address: 215 Eastern Ave, Barrington, IL, 60010 4627

Phone: (847) 381-0464

Update

Once you have selected your course, the Start Date and Authorization Code fields will populate.

Step 5: Type the Authorization Code* you received from your local PD provider, which may be your school district, your ROE, LTC, or ISBE.

If you do not have an authorization code, please contact the course administrator listed in the course description.

Step 6: Click the **Submit Request** button

*Authorization Code
Example:
D3B70E6B-5CC4-4C9C-
B40F-316CD6A0009D

Step 7: Receive Screen confirmation.
An email is also sent to your email address, confirming the course request and enrollment.

Note: You will not be able to access your course in our Learning Management System at <http://d21.ilvirtual.org> until the course start date.

To check Current Course Enrollments, current grade average, and percentage of course completion, click the "Current Courses" link in the Main Menu at any time by logging back into the PD Information System at <https://pd.ilvirtual.org>.