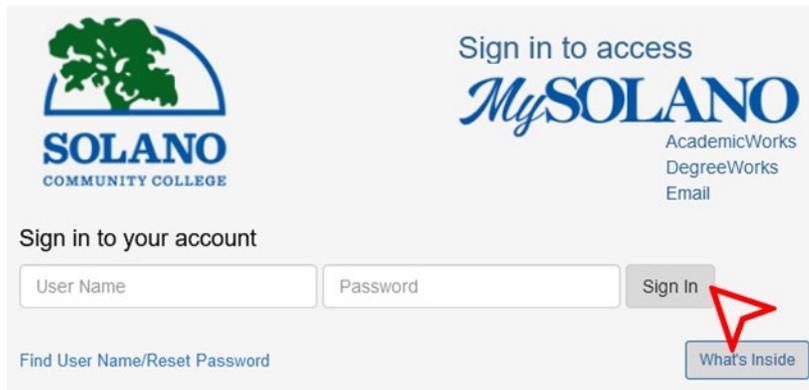


FAQ: How to sign up for a session?

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. Employees may log in to the Professional Development System through the [direct link](#) or through [My.Solano](#).

To Log in through My.Solano

1. Log in through **My.Solano** or the [direct link](#) with your Solano user name and password:



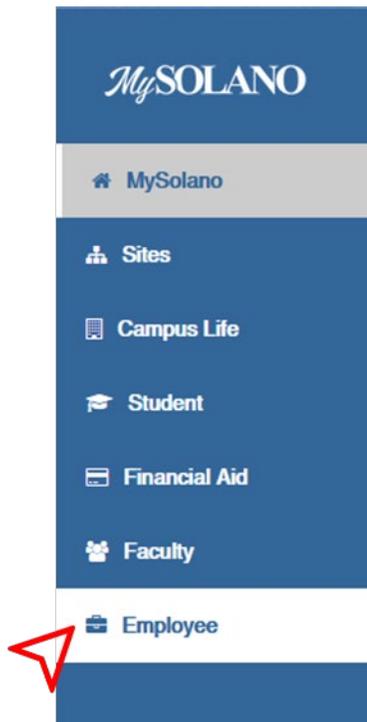
Sign in to access
MySOLANO
AcademicWorks
DegreeWorks
Email

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, click on the **Navigation Menu** (☰), open the **Learning** menu, then select **Workshop Calendar**:

The screenshot displays the Solano Professional Development system interface. At the top left, the California Community Colleges Vision Resource Center logo is visible. The main header area contains the text "Welcome, Professional Development, to Solano Professional Development" and "PROFESSIONAL DEVELOPMENT". Below this is a large graphic with various icons representing different aspects of professional development, such as a globe, a book, a gear, a cloud, and a bar chart. The text "Administration | Faculty" is visible below the graphic. At the bottom of the page, there are several navigation buttons: "Learner Home", "My Transcript", "Events Calendar", "Search Training", and "Need Help?". On the right side, a navigation menu is open, showing a list of options: Home, Communities, Learning, My Transcript, Workshop Calendar, Learner Home, Playlists, Express Class, On The Job Training - Observ..., Reports, ILT, Content, Admin, Systemwide Information, New? Start Here!, My Account, and Help. The "Learning" menu is highlighted in yellow, and the "Workshop Calendar" option is also highlighted in yellow. A red arrow points to the "Learning" menu, and another red arrow points to the "Workshop Calendar" option. A "Feedback" button is located on the right side of the navigation menu.

2. In the **Workshop Calendar**, click on the session you plan to attend:

All Events My Events 

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 Solano Academic Senate 9:00 AM PST - Solano CCD Solano Academic Senate 1:00 PM PST - Solano CCD	14 Solano Convocation 9:00 AM PST - Solano CCD Assembly Bills and Articulation - What's Going On? 1:00 PM PST - Solano CCD Solano School & Department Meetings 2:00 PM PST - Solano CCD	15
16	17	18	19	20 Solano PDFC Committee 2:30 PM PST - Solano CCD	21	22

3. After clicking on the session, view the session details then select **Request**:

SESSION

Solano Convocation

 Fri, Jan
Register by Fri, Mar

 Solano CCD

 3 hours

 English (US)

 College Information

 1000 out of 1000 seats available

[Show More](#)

PARTS / SCHEDULE

JAN Fri, Jan
Solano Convocation
Solano CCD

[Request](#) 

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

Completed ▾ By Completion Date ▾ All Types ▾ 🔍

Search Results

 **Solano Convocation**
Due: No Due Date Status: Registered [View Training D...](#) ▾

After the presenter marks attendance, the session is listed in the **Completed Transcript**, thereby giving participants credit.



*Thank you for supporting
Solano Professional Development!*