# 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

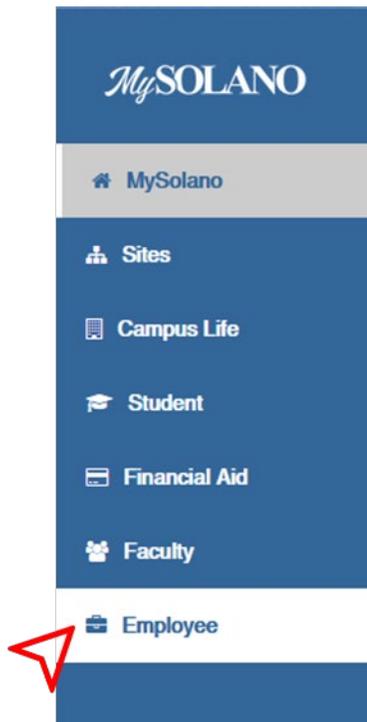1. Log in through **My.Solano** or the direct link with your Solano user name and password:
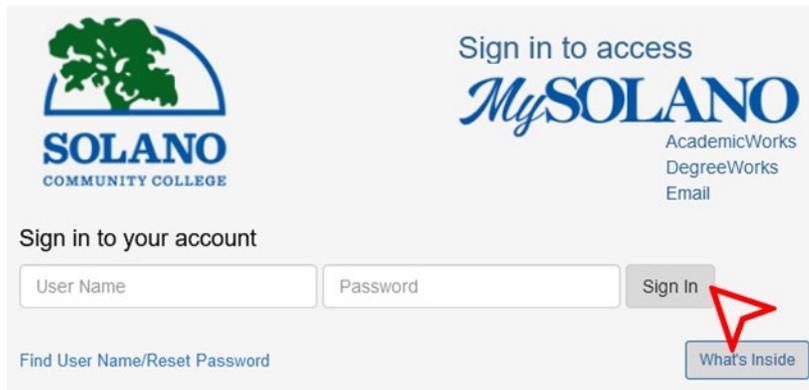
2. In My.Solano, select the **Employee** tab:

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**:

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

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

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

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

Thank you for supporting

Solano Professional Development!