

Professional Development/Training Registration Introduction Video Transcription

To access the Professional Development Training Registration you type share.heartland.edu into your web browser.

This will take you to the Work Center in SharePoint. From here you click on PD/T Registration from the upper menu.

This will take you to the Professional Development/Training Registration section of SharePoint.

From here you can see courses you've signed up for, add courses to a training plan, see a transcript of the courses you've taken, request section completion and access course documents.

Additionally, you can search for courses as well as view the course calendar.