

Getting Started Guide



Welcome! Welcome to Edivate—the new PD 360—the latest in online professional learning from School Improvement Network. Making the transition to the new platform is easy and this document will help you get started right away.

- Log In**
1. In your web browser, type **www.edivate.com** in the address (URL) box and press **Enter** (Windows) or **Return** (Mac).
 2. Do one of the following:
 - Type your PD 360 **username** and **password** in the corresponding boxes.
 - If you can't remember your PD 360 username or password, click **Forgot Password?**, enter your **email address** associated with your PD 360 account in the box, and click **Submit**. Your account information will be emailed to you.
 3. Click **Login**.
 4. Read the License Agreement, type **your initials** in the box, and click **I Accept**.

Explore the Home Page The first time you log in to Edivate, a series of tool tips will help you quickly explore the home page. Click **Next** to advance to the next tip.

Update Your Profile Edivate recommends content based on your user profile. Update your profile with your most current information.

1. On the Navigation bar, click the **settings** icon ≡ > **User Settings**.
2. Type, or edit, **first name**, **last name**, **email** address, and **title/position** in the corresponding boxes.
3. Select your **career start** year, primary **role**, **grade** you teach, and **subject** from the corresponding lists.
4. Click **Save**.

- Upload/Change Your Profile Picture**
1. On the Navigation bar, click the **settings** icon ≡ > **User Settings**.
 2. Click **Edit** just below the default user picture.
 3. On the dialog box, navigate to the picture you want to use, select it, and click **Open** (Windows) or **Choose** (Mac).

- Where Do I Find?**
- Focus Objectives
Click **Resources** > **Learning Targets** > **Focus Objectives**.
- Courses
Click **Resources** > **Learning Targets** > **Courses**.
- My Portfolio
Click **Resources** > **Learning Targets** > **Portfolio**.
- Processes of Me
Click **Resources** > **Learning Targets** > **Processes of Me**.
- Observations
Click **Resources** > **Learning Targets** > **Observations**.

Need More?
Click **Help** in the Navigation bar to access user documentation, online training courses, and technical support.

