

Professional Development Online Training User's Guide



Below are the step-by-step instructions for taking the Professional Development Online Training. This document may be printed or viewed online at: <https://s3.amazonaws.com/mindcross.prodev/UserGuide.pdf>.

Before you begin the training, you should review the technical requirements to be sure you have everything you need on your PC or tablet to successfully view the online courses. Requirements and troubleshooting guidelines can be found at: <https://prodev.mindcross.com/support>.

All new staff must register on the MindCross Professional Development website. To register follow the steps under **Student Registration**.

Student Registration

If your organization has purchased Professional Development Online Training program, you must register yourself to the training system before you can begin taking the training courses. **You should only register once. Registrations will, typically, be kept from year to year unless otherwise noted.**

To begin, go to: <https://prodev.mindcross.com/>

In order to register, you will first need your organization's *Registration Code* that has been provided to you. If you do not have this code, please contact someone from your administration staff before you continue.

A screenshot of a web login page titled "Please login". It features two input fields: "Email address (username)..." and "Password...". Below the password field is a checkbox labeled "Show password?". A blue "LOGIN" button is positioned below the fields. At the bottom of the form, there are two links: "Forgot your password?" and "Not registered yet? Go here to register". The "Go here to register" link is circled in red, and a blue callout bubble points to it with the text "Click the link 'Go here to register'".

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1. The first part of the student registration process is to enter your Registration Code.
2. After you enter your Registration Code click Continue.
3. Enter the following information to complete the registration process.

Email address	This will become your username for accessing the course
Password	Enter a password.
First and Last name	Enter your first and last name as you would like it to appear on your course certificates

4. Click Submit

Once you submit your registration information, an email will be sent to you at the email address you specified. It will contain all the information you need to login and take the online training.

Course Login

After you receive your email notification with the instructions, username, and password, go to <https://prodev.mindcross.com> to sign in to the training system.

If you do not remember your password, click the link *Forgot your password?*

On the Course Login page enter the appropriate information as shown in the steps below.

A screenshot of the "Please login" page. It features a form with two input fields: "Email address (username)..." and "Password...". Below the password field is a checkbox labeled "Show password?". A large blue button labeled "LOGIN" is positioned below the form. Underneath the button are two links: "Forgot your password?" and "Not registered yet? Go here to register" with a right-pointing arrow icon. A teal callout box on the right side of the page points to the password field and contains the text: "NOTE: If you have trouble logging in, use the 'Show password' checkbox to be sure you are typing your password correctly."

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After you enter your username and password and click Login, you will be sent to a page that contains a list of all the available courses for your organization. To begin a course, click on the name of the course you would like to take.

This will send you to the course start up page where you can do the following:

- Begin the course (the course will begin in a popup window)
- Take the course test after you complete the course
- Rate and review the course
- Print/save the certificate of completion

The course will begin in a new window or tab and can be viewed on any device.

Can't Remember Your Password?

If you forgot your password, use the "Forgot your password?" link on the login page. That will send you to a page where you will enter your email address (username).

Forgot Your Password?

No problem. We can help.

Enter your email address, to reset your password.

When you click the button, you will receive an email a link to reset your password.

RESET MY PASSWORD

When you click submit, an email will be sent to you that provides a link so you can reset your password. Be sure to only click submit one time. If you issue multiple password reset requests, only the most recent email you receive will be valid and the previous email links become invalid.

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Technical Support

If you have any additional questions or need technical support, visit our support page at <https://prodev.mindcross.com/support>