Our district is proud to offer clock hours to staff members through many opportunities including: ACE days, yearly professional development days, and a variety of classes and mentor support workshops throughout the school year.

Lately we have had several inquiries about the system, so we created a list of Frequently Asked Questions:

1. How do I create an account?
   a. Click on https://steilacoomprodev.hrmplus.net/Home.aspx and reference the link on the left side of the screen.

2. I am working in a different building this year. How to I change the information in ProDev?
   a. Click on https://steilacoomprodev.hrmplus.net/Home.aspx, login to your account, and click on the My Records and Personal Info tabs. After updating the information, be sure to click the SAVE button.

3. How do I register for a course?
   a. Click on https://steilacoomprodev.hrmplus.net/Home.aspx and reference the link on the left side of the screen. If the Register button does not appear, call Dana at 884-4901.

4. Do I need to complete an evaluation for the course?
   a. Yes. In order to receive clock hour credits, evaluations must be completed within two weeks of the course. Clock hour credits will be posted to ProDev transcripts three weeks after the course is complete.

5. How do I print a copy of my Professional Development Transcript?
   a. Click on https://steilacoomprodev.hrmplus.net/Home.aspx and reference the link on the left side of the screen.

6. Do I need to send a copy of my transcript to SHSD’s Human Resource department?
   a. Yes. In order to update your Education Detail Report, you need to send a copy of your transcript to our HR department.

7. What if I have more questions?
   a. Just ask! We’re happy to help!

Dana-Lynn Ballou, ProDev Support, dballou@steilacoom.k12.wa.us or call (253) 884-4901

Susan Greer, ProDev Admin, sgreer@steilacoom.k12.wa.us or call (253) 884-4901