



Employee Login Instructions

1. **Accessing School Finance Web** -- Launch the School Finance Web page from your school web site under the "Staff Resources" page. It is listed as "School Finance Web – Staff Portal".
2. **Enter login name, password, and pin**
 - a. Login Name - this will be the same as your **current Novell Login Name**, which is the first six letters of your last name and the first two letters of your first name.
 - b. Password – this will be the same as your **current Novell password**
 - c. Pin – the last 4 digits of your Social Security Number

When your Novell password changes, then this password will automatically change to match.
(If you can't remember your password, contact the Tech Office at tech@chsd.us.)

3. Entering Professional Development Hours

- a. From the menu bar at top of screen, click on the "**Hours**" button
- b. All school sponsored professional development hours ie., inservice days, will be displayed for viewing under the "**Development Events**" heading. These events can only be viewed and are managed and entered by the administrative office.
- c. All personal professional development hours will be displayed under the "**Individual Hours**" heading. These events are entered by the employee and may be edited/deleted by the employee any time prior to the final deadline for State reporting. To enter a new individual professional development event
 - i. Click on the "**Add New**" button to the far right of the header "**Individual Hours**".
 - ii. **Date** - Enter date event took place either by entering the date (MM/DD/YYYY format) or by clicking on the "Pick:" button and selecting the correct date from the pop up calendar. **Note: Only dates in the current fiscal year may be entered.**
 - iii. **Category** – Click on the down arrow in the "**Select a Category**" field and select the appropriate reporting category for the PD hours.
 - iv. **Hours**
 1. If the professional development is based on normal daily hours select the option "**Classroom Hours**" and enter the number of professional development hours.
 2. If the professional development is based on college credit hours, select the option "**College Credit Hours**" and enter the number of credits earned for the college coursework. Note: The college credit hours will automatically be converted to the appropriate number of reportable hours for State reporting.
 - v. **Purpose/Skill Addressed** – Enter a brief title for the professional development that best defines the purpose or skills addressed
 - vi. **Description** – Enter the details of the professional development event. Note: Start the description with a subject title that accurately defines the primary objective for the PD event. This will be helpful for reporting and finding specific events after they have been entered.

