



SANTA ANA COLLEGE

PROFESSIONAL DEVELOPMENT

Gateway

INSPIRE | TRANSFORM | EMPOWER

User Guide

Vision Resource Center (VRC) – Professional Development (PD) Gateway

The VRC is a statewide system that uses the Cornerstone Learning Management System (LMS) for accessing, tracking, sharing, and promoting professional development. It allows all employees in the California Community College system to Connect and learn about countless topics that affect our work and our students.

Santa Ana College (SAC) uses the Cornerstone System to power our Professional Development (PD) Gateway. All district employees have access to the PD Gateway.

Need Help?

If you need help while using the SAC Professional Development Gateway, please visit the Help navigation within the system. Training will also be made available at www.sac.edu/PDevents.

Log In

You can navigate to the [Santa Ana College Professional Development Gateway](http://www.sac.edu/ProfessionalDevelopmentGateway) from the [Professional Development page](#) or type www.rscdd.edu/PDGateway into the address bar of your internet browser.



Sign in with your organizational account

☐ Keep me signed in

Sign in

[Can't access your account?](#)

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You should be logging in using your Single Sign On (SSO) credentials (your District email and password). If you forgot your credentials or are having trouble logging in, please **contact District ITS**.

Questions or Inaccuracies

If the information showing in the system is inaccurate (e.g. your [position, wrong managerial hierarchy](#) or inaccurate flex obligation), please put in a ticket to IT at helpdesk@rscdd.org.

If you have general questions about navigating the system, updates to this guide and/or locating details, please contact one of the following Professional Development teams:

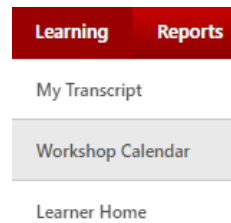
- SAC Professional Development team at ProfessionalDevelopment@sac.edu
- SCE Professional Development team SCE_Professional_Development@sac.edu

Browse the Workshop Calendar

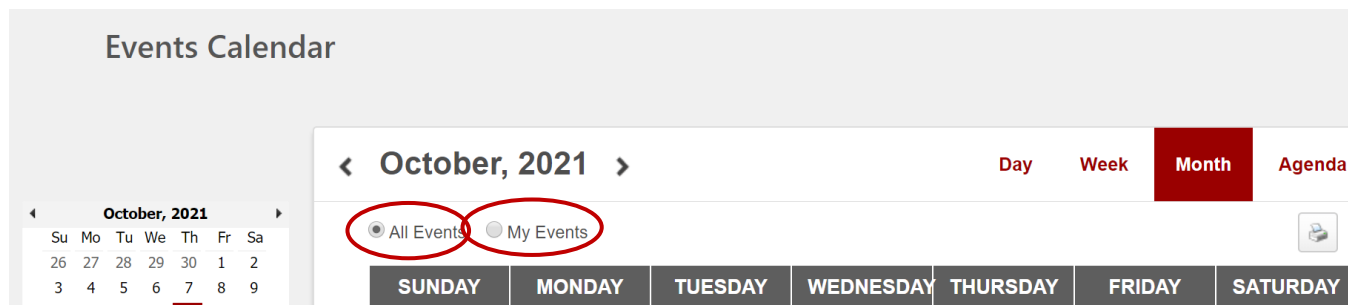
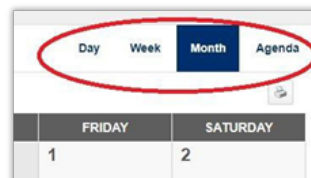
Navigate to your Workshop Calendar by hovering over the Learning header. The calendar will show you all events that are available to you, including events from your campus, district and statewide groups. Click on the event for details and to Request (Register) for the event.



or



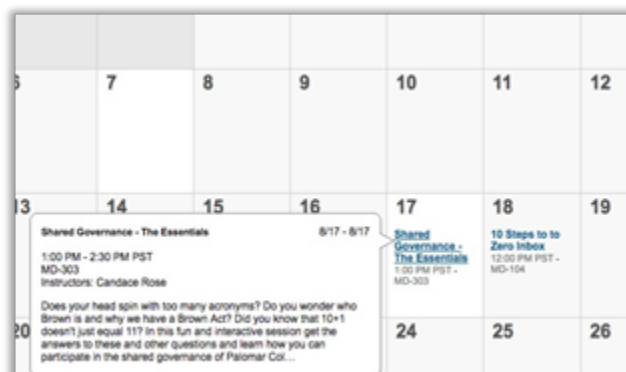
On the Workshop Calendar you will see all the Sessions available to you. You can change your view to Day, Week, Month, or view it as an Agenda by selecting each in the upper right-hand part of the calendar.



All Events: Includes events from your campus, district and statewide groups.

My Events: Will show you only the events for which you are registered.

On the calendar you can hover over a workshop to see more details.



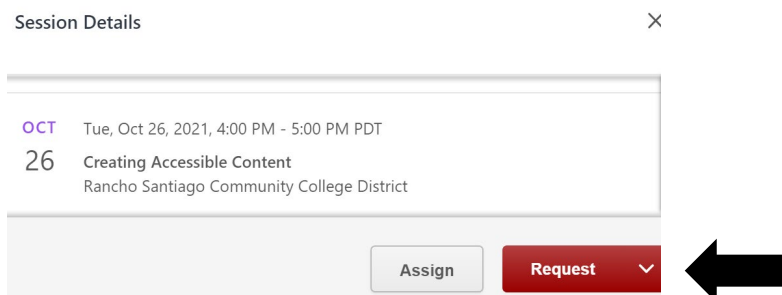
Registering for Workshops (all Learning Objects)

To add workshops/trainings to your Active Transcript, you will need to find and select Request/Launch for the desired Learning Object (Session, Material, Video, Online Training etc.)

Note: Users can sign up for Sessions with time conflicts but will receive a warning.

Workshop Calendar (only Sessions)

1. Search for a Session in the Workshop Calendar and select the title to go to the Session Details page.
2. Select the Request (red action button) to register and the training will be added to your Active Transcript.



Global Search box (Event)

1. Search for the event in the Global Search box.
2. Select the desired Event Title.
3. Find the Session you want to register for at the bottom of the page and select Request from the red action button.

Other non-ILT Learning objects (Videos, Online Training, Canvas Courses etc.):

1. Search for the Learning Object in the Global Search box and select the title to navigate to the details page.
2. Select Launch to start the activity and to add it to your Active Transcript.



Upon Registration, you should receive a confirmation email with an Outlook calendar invite with the date and time of the workshop.

Most Learning Object's statuses will automatically update to Registered. Review the following exceptions.

Training Request Forms

On some occasions, a Training Request form will appear after a **Learning Object** is **Requested** (Registered). Training Requests forms are used to electronically collect needed information. For example, attendance preference, dietary restrictions/meal preferences, t-shirt sizes, etc. Select your response and select Submit.

Workshop is Full: Waitlists

Some workshops have a maximum enrollment. If the workshop is full, you can be added to the wait list. If you are on the waitlist and a spot becomes open, you will be automatically added to the workshop. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.

Pending Approval

After requesting most workshops, you are automatically registered for the workshop. There may be some instances in which a workshop is set up in a way that requires approval by an employee's manager. If this is the case, you will see Pending Approval next to the workshop because it needs to be approved by your manager. The system will automatically generate an email to your manager for this purpose, directing them about how to approve or deny your request. If your request is denied that denial will also show on your transcript.

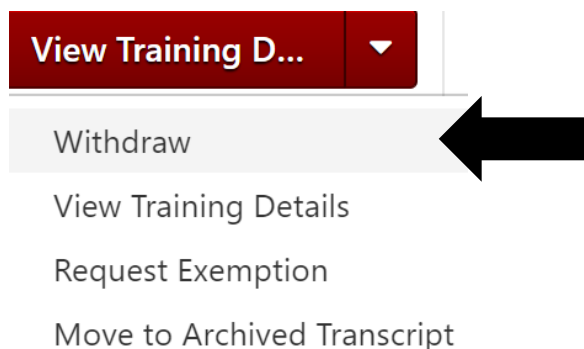
Here's a look at what the workshop looks like if it has a status of "Pending Approval".



Withdraw (Cancel) From a Workshop

If you have requested or registered for a workshop and would like to cancel your registration, navigate to your **Transcript** page, and go to **View Training Details**.

Find the workshop and to the right of it you will see a drop-down menu. Click the drop-down menu and select **Withdraw**.



[For further details see the Cornerstone Online Help.](#)