

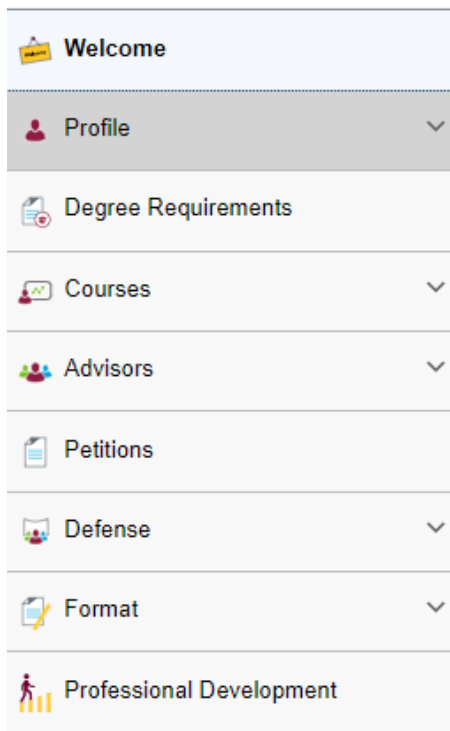
## Introduction

The Professional Development page in your iPOS allows you to record your professional development opportunities throughout your educational program. There are pre-populated areas to choose from in the drop-down and the ability to add others, as well as the ability to upload documents and export the information.

## Process

To record your professional development experiences in your iPOS, follow these steps.

1. Access your iPOS through your My ASU page.
2. Click on Professional Development



3. Click on the maroon Add Professional Development button.



4. A list professional development types to choose from are pre-populated in the drop-down. You can choose Other for any not already listed.


The screenshot shows a form titled "Add Professional Development". At the top left is a "Cancel" button and at the top right is a "Done" button. Below the title bar, there is a "Completion Date" field with a calendar icon. Below that is the "Professional Development Type" dropdown menu, which is open and shows a list of options: Assistantship/Fellowship, CIRTLL, Community Involvement, Conference Attendance, Curriculum vitae-C.V. / Resume, Digital Profile, Diversity Statement, Individual Development Plan, Internship/Externship, LinkedIn Profile, Other, PFX, Presentation, Publication, Recognition, Skills-Based Certification, Teaching Philosophy, Teaching Portfolio, and Workshop. The "Curriculum vitae-C.V. / Resume" option is currently selected.


5. Enter the completion date, the type of professional development from the dropdown, the URL if applicable, and provide details about the type of professional development.

The screenshot shows the same "Add Professional Development" form. The "Completion Date" field is empty. The "Professional Development Type" dropdown is now closed and shows "Curriculum vitae-C.V. / Resume" as the selected option. Below this is an "External URL" text input field, which is empty. At the bottom is a "Details" text area, which is also empty.

6. Click on Done and Submit.

Cancel **Add Professional Development** Done

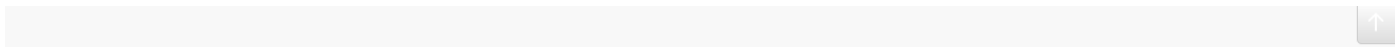
Completion Date  

Professional Development Type  

External URL



Details

Note that you can export the data to Excel by clicking on the box as indicated below.



### Professional Development

Please use this resource to collect your professional development experiences, certificates, and other documents. Examples of experiences could be specific courses, webinars, workshops or conferences, and publications. Examples of certificates could be training in specific software, skills or techniques for which you received a certificate of completion. Documents could include your resume or C.V. among others.

Add Professional Development  

No professional development has been selected

Please contact your Staff Advisor in the Academic Unit if you have any questions.