

## Edmin.com V-ED Staff Development System Training

The EDmin.com V-ED system is used by Round Rock ISD to register and track staff development activities for all staff. Follow the steps outlined below to access the system, locate desired staff development workshops, register or drop workshops, and check the status of current or previous workshops.

This system is accessed at school or at home through the Internet using a browser (NOTE: versions of Netscape 4.51 or Internet Explorer 4.0 or later for best results). Note also that the Staff Development system is only one part of the V-ED system. Other training will be provided for users who need to use other parts of the V-ED system.

### Accessing the V-ED System

1. Access the Internet and go to the Round Rock V-ED web site at <https://roundrock.edmin.com> (NOTE: the **https** and the lack of **www**)
2. Sign in to the system using the your assigned user ID and password (Contact your campus Technology Facilitator or supervisor for your access information)
3. If this is the first time to access the V-ED system, please change your password immediately

### Change Your Password

1. Select the <UTILITIES> button on the top of the V-ED screen
2. Select the <Change Password/E-Mail> button
3. Enter the old password and the new password twice (passwords can be up to 15 letters and numbers and are not case sensitive)
4. Enter an email address if desired (see Email Note below)
5. Select the <UPDATE> button to change the password or <CLOSE WINDOW> to return to the utility menu.
6. Select the <HOME> button to return to the V-ED home screen
7. Log off of the system
8. Log on to the system using the new password
9. If the log on fails, contact your campus Technology Facilitator or the V-ED help line (5124)

### Register for a Workshop

1. Access the V-ED system through the Internet (See procedure above)
2. Sign in to the system
3. Select the <Staff Development> button on the top of the V-ED screen
4. Scroll to find the desired department and click on the department name
5. Choose a workshop by clicking on the workshop title
6. Choose a specific workshop on a given day/time by clicking on the workshop number
7. Scroll to review the course information and select the "add to calendar" option to add to your V-ED calendar
8. Click the <Register/Enroll> button to register
9. Click the <Add Class> button to complete the registration (both top/bottom buttons do the same action)
10. After signing off, the system will send you an email confirmation

If you encounter a problem accessing the system or registering for a workshop, you can 1) refer to the training material below; 2) contact someone who is successfully using the system; 3) contact your campus Technology Facilitator or 4) contact the Staff Development office (5137).

### Access the V-ED Staff Development Training material

1. Access the Internet and go to the Round Rock V-ED support web site at <http://www.roundrockisd.org/academics/ved/sddoc/>
2. Select each of the step by step instruction for the various actions
3. Either review the instructions on the screen or print the instructions for use when accessing the system.
4. If the computer has the Shockwave web browser option, take some time to go through the Interactive Tutorial titled "Using the Staff Development module"

**EMAIL NOTE:** If an email address is not entered when the password is changed, the V-ED communication module creates a V-ED email account that is "user\_ID@roundrock.edmin.com". This account can be used in addition to any other email accounts you may have such as Lotus Notes. One suggestion would be to put your Lotus Notes address in the V-ED system during the school year and then removed it and use the V-ED account during the summer. This allows the V-ED system to send email confirmations and other notices which can be accessed from any Internet connection.