

ADDING ATTENDEES TO A SECTION OF AN ACTIVITY

Welcome back, STACIE.

See What's New in Schoolnet

Your last visit was today. Your role is [Employee](#) at MNPS DEPARTMENT - Information Technology

▼ **Announcements**

District

Welcome!

Welcome to My HUB! If you are looking for "how-to" materials, please visit the link below.
[http://i ...more](http://i...more)

▼ **District PD & Instructional Resources**



▼ **My PD Planner**

[View PD Search](#)

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Upcoming Activities to Facilitate (5)

7/18/2014	SMS: Working on Master Schedule : Lab	8:00 AM - 3:00 PM	***Waverly Belmont: Room 309
7/21/2014	Human Capital Workflow : New Hire Process	8:00 AM - 10:00 AM	***Martin PD Center: Tech Lab 2
7/21/2014	SMS: Student Behavior : All Tier	12:00 PM - 4:00 PM	***Martin PD Center: Tech Lab 2
7/23/2014	SMS: School Administrators : All Tiers	8:00 AM - 3:00 PM	***Martin PD Center: Tech Lab 1
7/29/2014	SMS: School Counselor : Middle and Elementary	8:00 AM - 3:00 PM	***Martin PD Center: Tech Lab 2

Forms to be Completed (1)

- PD Overview >
- Initiatives >
- Recommended >
- Activities >
- Facilitating Activities >**
- Forms >
- About Individual >

Below is a list of activities that you are currently facilitating.

Start/End Date(s) ^	Activity type ^	Activity name ^	Activity number ^	Req'd	View Forms	Location	Status
5/12/2014	Face to Face	Employee Self Service	1000005932	0/6	View Forms	***Waverly Belmont: Room 309	Past
5/14/2014-5/15/2014	Face to Face	SMS: Master Schedule	1000005866	0/1	View Forms	***Waverly Belmont: Room 307	Past
5/16/2014	Face to Face	EBS: Upgrade	1000005878	2/7	View Forms	***Waverly Belmont: Room 307	Past
5/20/2014	Face to Face	Employee Self Service	1000005932	0/1	View Forms	***Waverly Belmont: Room 310	Past
5/21/2014	Face to Face	EBS: Upgrade	1000005878	3/16	View Forms	***Waverly Belmont: Room 310	Past
5/22/2014	Face to Face	EBS: Upgrade	1000005878	3/7	View Forms	***Waverly Belmont: Room 310	Past

Click on the session you want to add people

EBS Payroll System : Timekeeper



You are eligible to register for this section.

Select Action ▾

Recommend

Register

- Register Attendees
- Add Walk-in Attendees
- Manage Waitlist
- View Canceled Registrations
- Manage Expenses
- Manage Forms
- Review Forms
- Submit Final Credit
- Edit Section
- Delete Section

in PD Center: Tech Lab 2

Fairfax Avenue

, Tech Lab 2

Location Website <http://www.mnps.org/Page68949.aspx>

Register Attendees for EBS Payroll System



To register attendees for this activity, select the search criteria then click 'Go'.

Attendee Name or ID

Enter full or partial name or ID of the employee

Institution

Job Category

Job Title

Enter full name or partial job title

Area of Certification

Certificate Type

Subject

Grade

Enrolled in Initiative

Institution automatically defaults to your department. Change the dropdown to District: MNPS. This will allow you to search for anyone.

Start typing their name into the "Attendee Name or ID". That field will search for that name. If it returns, "NO RECORDS", that means that the person is either:

1. NOT IN THE SYSTEM
2. IS ENROLLED IN THIS ACTIVITY ALREADY (maybe at another time)
3. IS ENROLLED IN ANOTHER ACTIVITY HAPPENING AT THE SAME TIME