

How to complete an IPDP from Start to Finish

Step 1: Go to <http://www.lgca.org/>

Step 2: Click Fiscal Support Services (see below)

The screenshot displays the website for the Lake Geauga Computer Association. At the top, there is a navigation bar with links for ABOUT, SERVICES, MEMBERS, ASSOCIATES, CONTACT, and HELP. Below this is a contact information bar: 8221 Auburn Road, Concord Township, OH 44077-9723 | P: (440) 357-9383 | F: (440) 357-8713. The main header features the text "LAKE GEAUGA COMPUTER ASSOCIATION" in large yellow and white letters. To the right of the header is a grid of logos for various partner organizations, including St. Anselm, Hershey, Mayfield City Schools, West Geauga Local Schools, Auburn Career Center, Chardon Schools, Euclid Schools, and Kenston. Below the header is a sidebar menu with the "LGCA" logo and three items: "About", "EMIS Support Services", and "Fiscal Support Services". A red arrow points to the "Fiscal Support Services" link. To the right of the sidebar is a "PROFESSIONAL DEVELOPMENT CALENDAR" section with tabs for "LGCA - EMIS", "LGCA - Fiscal", "LGCA - Student", "LGCA - Tech Integration", and "SST4". The calendar shows the month of September 2019 with a grid of dates. A "LATEST NEWS" section on the right contains a headline "Campus Release 1933.3 Highlights" and a short paragraph of text, with a "Read More..." link.

Step 3: Click on Employee Kiosk (see below).

The screenshot shows the LGCA website interface. On the left is a vertical navigation menu with the following items: "About", "EMIS Support Services", "Fiscal Support Services", "Fiscal Documents", "LGCA Forms", "LGCA Fiscal Documentation (password protected)", "Student Support Services", and "Technology Integration and Media Services". A red arrow points from the "Student Support Services" area down to the "Employee Kiosk" link in the "USEFUL LINKS" section.

LGCA

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FISCAL SERVICES

Welcome to the LGCA Fiscal Services page.

CONTACT

(440) 357-9383 opt. 1
(800) 334-4597 opt. 1
email: lgca_soft@lgca.org

NEWS

[Archived News](#)

LGCA Fiscal News - October Update

New Faces & New Software [Read More...](#)

USEFUL LINKS

- [USASDW Web Application](#)
- [USAS Web](#)
- [USPS Web](#)
- [Employee Kiosk](#)
- [RAM Requisition Approval](#)
- [On-Base Document Management](#)
- [eFinancePLUS](#)

FISCAL EVENTS

[Click here for full calendar view.](#)

Today [Week](#) [Month](#) [Agenda](#)

Wednesday, September 18

- 9:00am **LGCA Fiscal - USPS-F**

Friday, September 20

- 9:00am **LGCA Fiscal - USAS-F**

Monday, September 23

- 9:00am **LGCA Fiscal - USPS-F**

Tuesday, September 24

- 1:00pm **LGCA Fiscal - USAS-F**

Friday, October 18

- 1:00pm **LGCA - Fiscal Account**

Friday, October 25

- 1:00pm **LGCA - Fiscal Payroll I**

Showing events until 11/15.
[Look for more](#)

Step 4: Sign into the Kiosk using your email address and password set up with payroll.



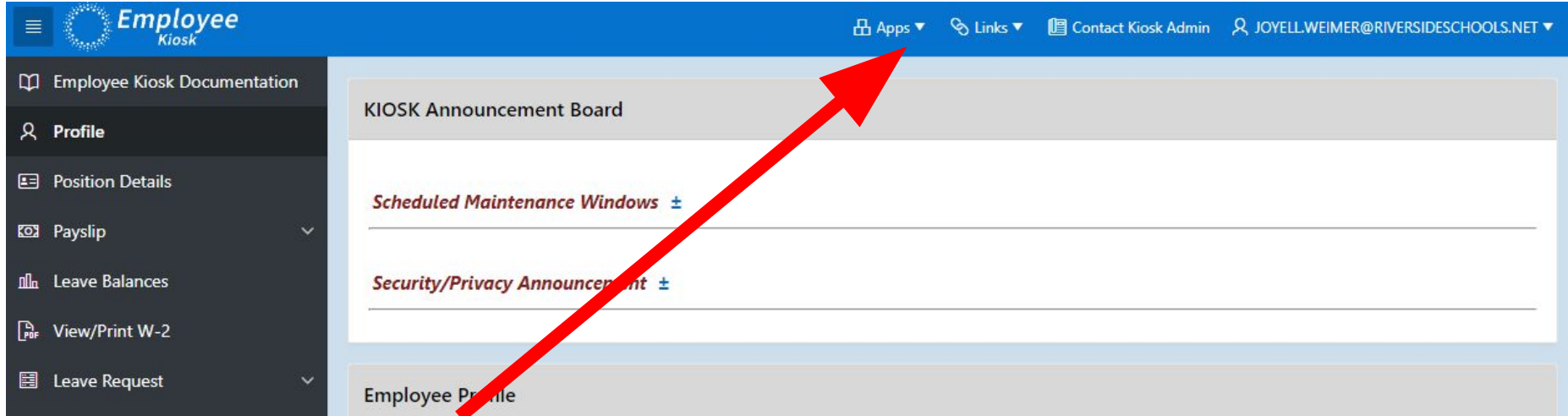
Login

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

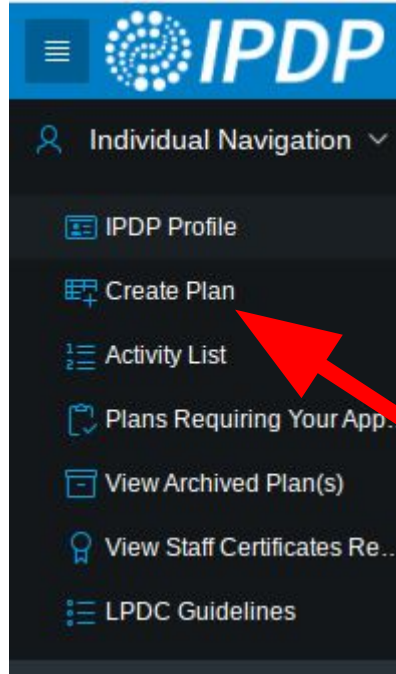
Server Time: 09/09/2019 09.07.05 AM

Step 5: Click on the Apps drop down and select IPDP.



The screenshot shows the 'Employee Kiosk' interface. The top navigation bar is blue and contains the 'Employee Kiosk' logo on the left and several utility links on the right: 'Apps' (with a dropdown arrow), 'Links' (with a dropdown arrow), 'Contact Kiosk Admin' (with a document icon), and a user profile for 'JOYELL.WEIMER@RIVERSIDESCHOOLS.NET' (with a dropdown arrow). A large red arrow points from the bottom-left towards the 'Apps' dropdown menu. The main content area is divided into sections: 'KIOSK Announcement Board' (grey header), 'Scheduled Maintenance Windows' (with a plus/minus icon), 'Security/Privacy Announcement' (with a plus/minus icon), and 'Employee Profile' (grey header). A dark sidebar on the left contains navigation options: 'Employee Kiosk Documentation', 'Profile', 'Position Details', 'Payslip', 'Leave Balances', 'View/Print W-2', and 'Leave Request'.

Step 6: Use the tool bar on the left hand side to select **create an IPDP** or view your current plan (see below).



Note: If you are completing a NEW IPDP and had a previous one on the Kiosk, you need to **archive** the expired IPDP before you can create a new IPDP.

Step 7: If you are a teacher, select **Riverside Local Schools IPDP Plan Teacher.** If you are an administrator, select **Riverside Local Schools IPDP Plan Administrator.** (see below).

Select Template for Plan		
Select	Template	Owning Committee
Select	Riverside Local Schools IPDP Plan Administrator	Riverside Local Schools LPDC
Select	Riverside Local Schools IPDP Plan Teacher	Riverside Local Schools LPDC

1 - 2

Step 8:

Plan Template

Riverside Local Schools IPDP Plan Teacher

Name Of Plan: Put your first and last name here. ?

Select Committee ?

Riverside Local Schools LPDC

Approving Supervisor

None

Apply to Licensor

Leave Approving Supervisor allow (none). **DO NOT CHANGE.**

Step 9:

Mission: 1 Year Renewal ▼ ?


1 Year Renewal

Other

Renewal of 5 Year License

Transition to 5 Year License

?



Mission: Use the drop down arrow and select **Renewal of 5 Year License** or **Transition to 5 Year License**. Choose what fits your current situation.

Step 10:

Explain how your goals are relevant to your subject area and content, instructional practices, etc...



It is recommended that you fill in this answer after you have completed your goals.

Step 11:

List Goal One and identify the focus area number(s) and letter(s) that correspond to this goal. For example 2b. :

0 of 2000

List Goal Two and identify the focus area number(s) and letter(s) that correspond to this goal. For example: 7a. :

0 of 2000

List Goal Three and identify the focus area number(s) and letter(s) that correspond to this goal. For example: 5c. :

It is recommended that you write a goal one. Then, scroll down to the focused. Find at least one to match your goal. Click the box for that focus. Come back to the goal one box and add the focus number and specific letter that match the goal in parentheses. Repeat for goal two and goal three.

Step 12: Scroll back to the top of the document and complete step 10 (see slide 9 of this slideshow). Proofread your IPDP. Make sure your Focus boxes are checked.

Create and Save Plan to Work on Later

Create, Save and Submit Plan for Approval

Cancel

Click Here to Submit

