

How to complete an Online IPDP Guide

Step 1- Log on to the Internet and type in www.lgca.org

Step 2- Click on Fiscal Support Services



Step 3- Click on Employee KIOSK



Step 4- Click "First time using Kiosk? Click here to register". If not new to the Kiosk, log in and go to Step 7.



Welcome to the **MCOECN** Employee Kiosk.

Email Address

Password

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

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

The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:

-  Internet Explorer Versions 7+ [Click here to download/upgrade](#)
-  Mozilla Firefox Versions 3+ [Click here to download/upgrade](#)
-  Safari Versions 4+ [Click here to download/upgrade](#)



Step 5- Follow the directions to create a log in. Your email address is the one on file with Riverside Local Schools Payroll Office (If you need help, contact Lois at Central Office).



To register for the Employee Kiosk, please supply the following:

- 1) The county in which your district resides,
- 2) Your district's name,
- 3) Your Employee Id or SSN,
- 4) Your email address provided to you by your district.

County

District

Employee Id

OR

SSN (no dashes)

Email

You will receive a message that states your registration was successful. You will get an email with a temporary password.

Step 6-You will receive an email from Barbara Johnson with your temporary password in your inbox. Log in to Kiosk or click the link in the email. You will use your temporary password and then need to change it. Write down and save your new password.

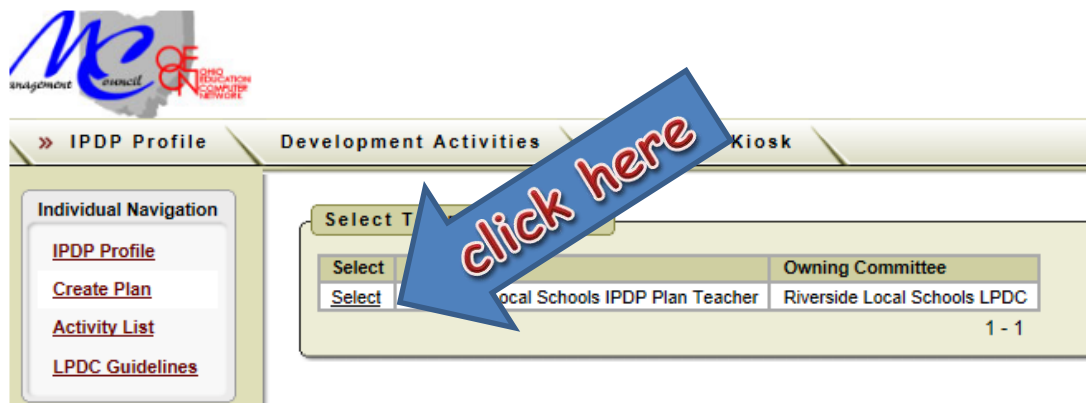
Step 7- Welcome to Employee Kiosk! You will see your "Employee Profile". It includes all the information on file from Riverside Local Schools' Personnel System. Click on IPDP tab.



Step 8- Click on "Create IPDP"



Step 9- Click on "Select"



Step 10- Complete your IPDP by following the directions below:

Development Plan - Header

Plan Template: Riverside Local Schools IPDP Plan Teacher

* Name Of Plan:

* Select Committee: Riverside Local Schools LPDC

Approving Supervisor: None

* Applies to Licenses: OH1248497 - 3 Year - Pupil Activity - Permit - 08/27/2012 - 06/30/2015
 OH1248497 - 5 Year - Professional - License - Special All Grades (K-12) - 04/01/2013 - 06/30/2018

* Mission: 1 Year Renewal

Other Mission Desc:

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

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Name of Plan is your First and Last Name

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

Procedure - Professional Development Plan Goals

* Goal One:

* Goal Two:

* Goal Three:

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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.

Save Development Plan

User Comment:

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Step 11: Proofread the whole IPDP. Then, click to submit your plan for approval.