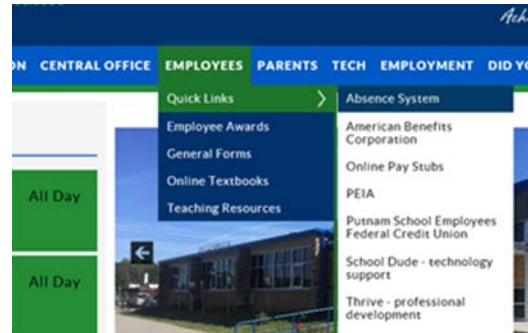


Instructions for Thrive – Professional Development Website

This website is used to register for professional development and view records of course completions.

The site can be accessed from either link below.

- [Thrive](#)
- [District Website](#)
 - Select **Employees**
 - Select **Quick Links**
 - Select **Thrive – professional development**



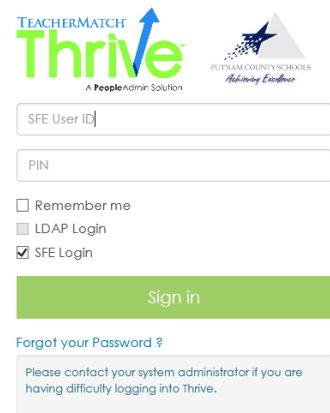
Accessing the site

Enter the last 4 digits of your employee ID number. If it begins with one or two zeros, do not enter the beginning zeros.

Enter your SFE (absence system) PIN.

Click **Sign in**.

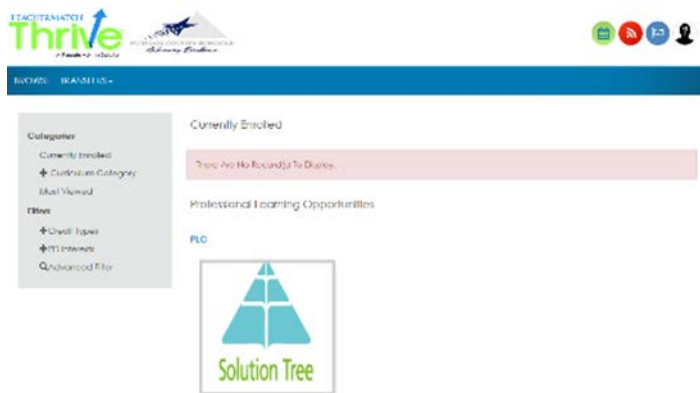
Click **Forgot your Password**, if necessary.



Navigating the site

The welcome screen shows currently enrolled events.

Click the **green calendar icon** in the upper right corner.



Enrolled button (default) displays currently enrolled courses.

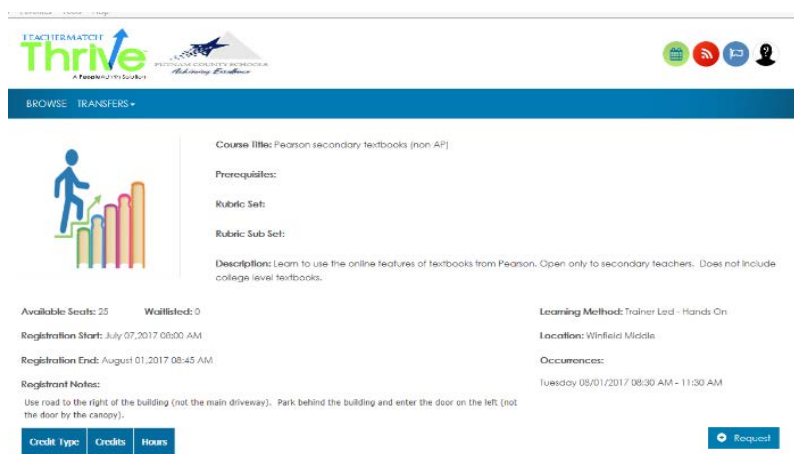
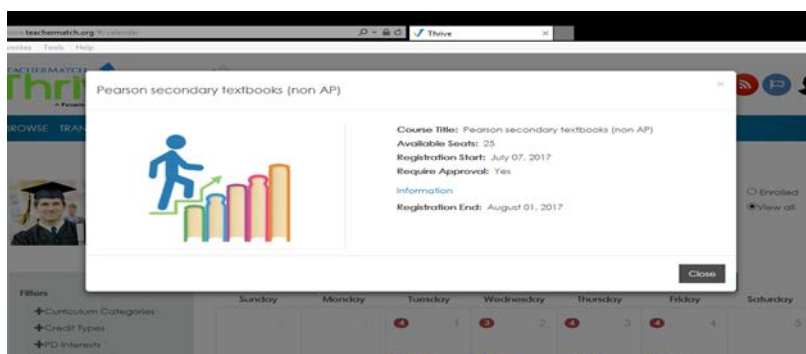
View All button displays available courses.

Registering for Courses

Change calendar to desired month. Hover over a **yellow dot** on the calendar to show the course name.

Click a yellow dot to see course details.

Click **Information** to view details or register for a course.



The window gives more information about the class including credit type.

Click the blue **Request** button to complete enrollment in the course.

The Success screen appears if the class doesn't require administrator approval.



Click **OK**. Sync to your calendar, if desired

Sync to Calendar



Add to Calendar
Select the icon on the left to download a calendar file that can be saved to your default calendar.



To sign out of Thrive, click the **Profile** icon (face) in the upper right corner.