



Professional Development User Guide



Use the professional development app to log and submit your professional development courses. Log Into your mybenefitschannel.com account using the username and password boxes below. You can login at www.mybenefitschannel.com





New User? [Learn More](#)

 Register Here

Log into your account

Username * Required

Password * Required

 Forgot Login?  Log In

Once you are logged in, click on the Education & Training Icon at the bottom of your page:



After clicking that icon, click on the Professional Development Icon:



To log a new professional development course, click the “Add New Record” button:

The screenshot shows the 'Education & Training' section of the application. At the top, there are tabs for 'Courses', 'Courses', and 'Development'. Below the tabs, there is a search area with 'Start Date' (5/23/2017), 'End Date' (5/23/2018), and a 'Refresh' button. To the right of the search area, there is a 'Download Records' button and a blue 'Add New Record' button with a plus icon, which is highlighted with a red rectangular box. Below the search area, there is a table with columns for 'Name', 'Credits', 'Status', and 'Date'. The table is currently empty, displaying 'No records to display.' At the bottom of the table, there are navigation controls (back, first, next, last) and a 'Page size' dropdown set to '20'. The total number of items is '0 items in 1 pages'.

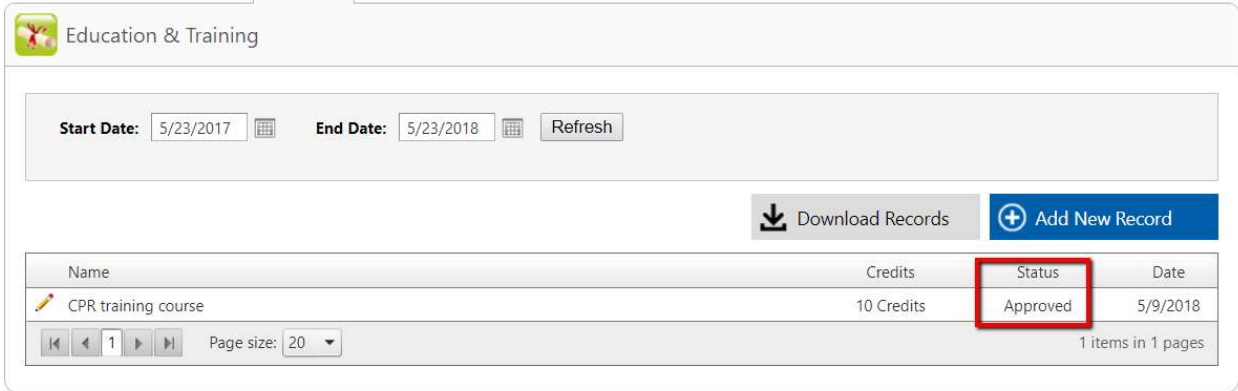
In the following screen, input all of the relevant information so that your approver will be more likely to approve your credit. The fields with the red asterisk are required, so be sure to fill those out.

The screenshot shows the 'Add New Professional Development Record' form. The form is titled 'Add New Professional Development Record' and is located under the 'Education & Training' section. The form is divided into two main columns. The left column contains the following fields: 'For: Bernard, Ronny H', 'Status: Creating', 'Name: CPR training course *', 'Location: YMCA - Franklin *', 'Date: 5/9/2018 *', 'Duration: 90 minutes *', 'Credits: Credits Value: 10 *', and 'Documents and/or Certificates: [Select]'. The right column contains the following fields: 'Presenter: Lonny Bogglesmith *', 'Presenter #: 2231', 'License Type: CPR Training Specialist', 'License #: []', 'Focus Area: Life Extension', and 'Notes: Completed 90 training course. Plan to take the qualifying exam at the end of the month.' At the bottom of the form, there are two buttons: 'Cancel' and 'Save Record'.

Once you’ve filled out the form, click the blue save button.

Professional Development User Guide

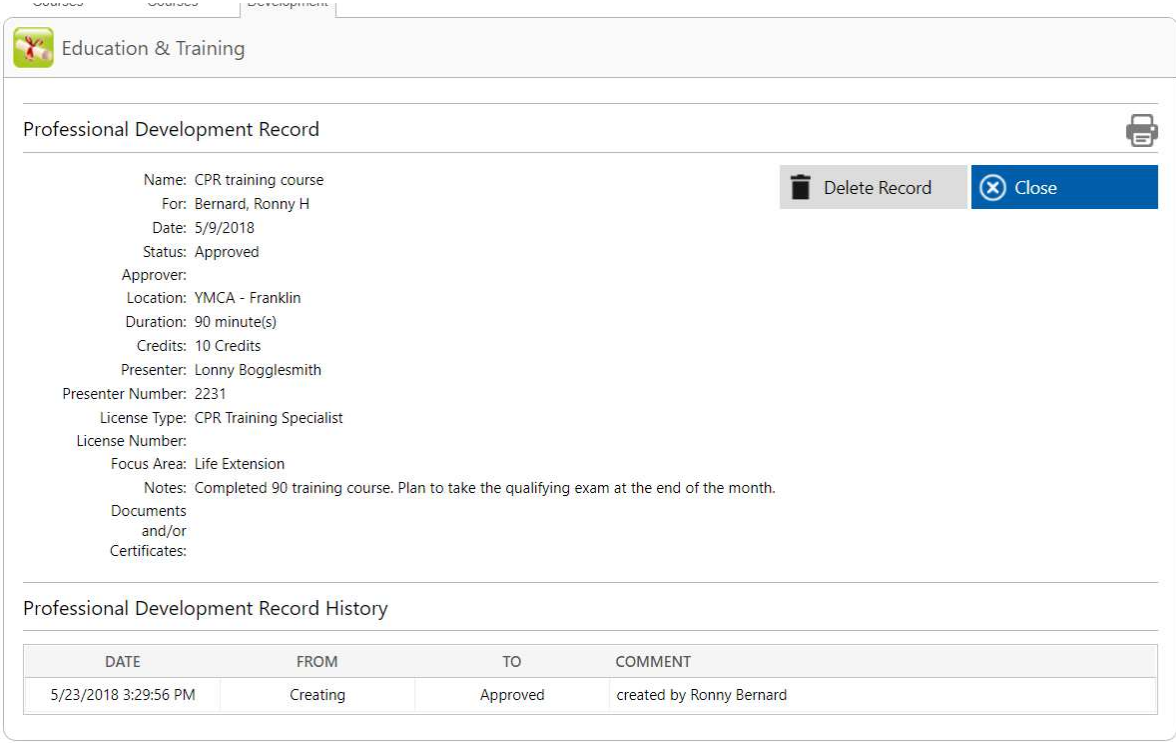
You can monitor the status of your request by logging back onto mybenefitschannel.com, navigating to the professional development section (as detailed above) and looking to the status column, which will tell you if your request is pending, approved, or denied:



The screenshot shows the 'Education & Training' interface. At the top, there are date filters for 'Start Date' (5/23/2017) and 'End Date' (5/23/2018), along with a 'Refresh' button. Below this are 'Download Records' and 'Add New Record' buttons. A table lists records with columns for Name, Credits, Status, and Date. The 'Status' column for the 'CPR training course' record is highlighted with a red box and shows 'Approved'. At the bottom, there are navigation controls and a page size dropdown set to 20, with '1 items in 1 pages' displayed.

Name	Credits	Status	Date
CPR training course	10 Credits	Approved	5/9/2018

You can see further details, as well as delete your request, by clicking the pencil next to the request.



The screenshot shows the 'Professional Development Record' details page. It includes a 'Delete Record' button and a 'Close' button. The record details are as follows:

- Name: CPR training course
- For: Bernard, Ronny H
- Date: 5/9/2018
- Status: Approved
- Approver:
- Location: YMCA - Franklin
- Duration: 90 minute(s)
- Credits: 10 Credits
- Presenter: Lonny Bogglesmith
- Presenter Number: 2231
- License Type: CPR Training Specialist
- License Number:
- Focus Area: Life Extension
- Notes: Completed 90 training course. Plan to take the qualifying exam at the end of the month.
- Documents and/or Certificates:

Below the details is the 'Professional Development Record History' table:

DATE	FROM	TO	COMMENT
5/23/2018 3:29:56 PM	Creating	Approved	created by Ronny Bernard