

# REPORTING QUICK STEPS

## ACCESSING THE ONLINE REPORTING SYSTEM

- Visit the ARIDO website (arido.ca)
- Enter your email, password and sign in
- Click '**Membership Gateway**'
- Click '**Membership**'
- To report your PD click 'To report your PD with ARIDO click here'

## REPORTING TO THE ARIDO SYSTEM

Click '+ Add Professional Development' and complete the required information:

1. Provider or Organization
2. Course Title
3. PD Activity, (Structured Learning, Writing, Research, etc) select the drop down arrow and choose the PD Activity
4. PD Type, (General Education or Health and Safety) select the drop down arrow and choose the PD Type
5. PD Level, (Basic, Intermediate, Advanced) select the drop down arrow and choose the PD Level
6. Select date of completion
7. Add comments
8. Upload a certificate, click and drop a file or click on the blue rectangle to select a file
9. Click 'Add'

The credit will have the red 'NOT SELECTED' tag.

## EDITING, DELETING & SUBMITTING your reported course/seminar

### Modifying your report

- Click 'Modify this record'
- Make the changes in the PD Reporting window
- Click 'Add'

### Deleting a report

- Click 'Delete from the system'

### Submitting the PD credits

- To submit your credits, click '**Report**' which will change the red 'NOT SELECTED' label to a green 'SELECTED' label.
- Click on the blue '**Submit your PD**' button. A small pop-up will confirm the credits have been submitted properly.

\*Once the credits are selected and submitted, the only way to change them is by contacting ARIDO.