

Dear New Bedford Public Schools Faculty & Staff,

We have implemented the use of a professional development management system called New Bedford Public Schools Smart PD. This online application will be utilized for all our PD information, course registration, and record keeping for ALL the professional development activities of our district. We'd like all New Bedford Public Schools STAFF members to log in to this site, test (and change) your username and password, look at the materials displayed in the ABOUT section, and update your profile data. Usernames, passwords, and directions on how to access the site are described below.

How to Access the New Bedford Public Schools PD Site

- Go to the New Bedford Public Schools website at www.newbedfordschools.org
- Click on the following: STAFF/STAFF LINKS/SMART PD located on the front page of our website.
- You will see the "New Bedford PD triangle". This is the entry page for our new PD program.

Instructions on How to LOGIN

- At the triangle, all STAFF members will click the LOGIN button in the lower left of the triangle.
- You will be asked for your USERNAME and your PASSWORD.
 - o **USERNAMES:** your NBPS STAFF username is now "your email to the left of the @ sign" (example: Joanna Jones, email = jonesj@newbedfordschools.org, username = jonesj).
 - o **PASSWORDS:** On first entry, everyone will have "nbpd"
- Enter your USERNAME and PASSWORD. You will be asked to change your password to something different when you enter the first time by typing it in the password fields twice. You will then be asked to re-enter the site using your new password and click LogIn. This will bring you to the FACULTY area of the website. If your username/password do not seem to work, please contact Ruby Irish at rirish@newbedfordschools.org
- After logging in, please complete the two simple tasks below.
 1. **Explore the left menu** - Notice the items on the left menu. Click on ABOUT, OFFERINGS, CLASSLISTS, RECORDS and SETTINGS links located on the left menu to view what's available using this site.
 2. **Check your profile for accuracy** - Click on SETTINGS in the left menu, then click on USER INFORMATION at the top of the screen. Your PROFILE data will be displayed. Please check to see if any of the data needs modifying/updating or if it is missing. Please be sure that the email field contains your correct district email address. After you modify/complete any of the fields, click the "Update Your information" button.

The NBPS Smart PD site was developed to enable our faculty to have efficient access to all district professional development information.

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