

## **Solutionwhere and ACT 48 General Information and Instructions**

### **How do I register on Solutionwhere for the first time?**

1. Go to [www.solutionwhere.com/iu5](http://www.solutionwhere.com/iu5). The screen will read "Welcome to the Northwest Tri-County Intermediate Unit's Professional Development Site"
2. Click on "Logon to view transcript"
3. The sign-on screen appears. There are two options: "Been Here before?" or "New to this site?" Read the directions for the "New to this site?" section.  
\*\*Your registrant ID is your first initial, last initial and the last four digits of your social security number. All letters should be in lower case.\*\*
4. Select "Create Account"
5. The "User Account creation" screen appears.  
Complete all fields remembering to write down your password. You may choose to have your password be the same as your user id. After all fields are completed, select "Submit ID/Password."
6. The Personal Info Screen appears. Complete all information. Entering your **PPID number is critical** if you want to receive Act 48 Hours for events. For the District, select "Diocesan Schools". Select the Position and Sub Position that matches closest to your actual job. Once this screen is completed, then click Update.

If you wish to register for a course, at this time, select "View by Month" or "View by Category" and follow the steps below starting with number 5.

### **How do I register for an event using Solutionwhere?**

1. Go to [www.solutionwhere.com/iu5](http://www.solutionwhere.com/iu5). The screen will read "Welcome to the Northwest Tri-County Intermediate Unit's Professional Development Site"
2. Sign on by selecting "Logon to view transcript"
3. Enter your User ID, and Password in the section titled "Been Here before?"
4. Once you are signed on then you may browse the available courses by selecting "View by Category" or "View by Month". Make your course selection by clicking on the name of the course. The following screen will let you know if that course is still taking registrations by displaying "Open" in the "Status" field. If you want to register, click on the date of the event.
5. Review the information about the course. If you wish to register, click on "Next Step".
6. Verify your personal information.  
Is your PPID filled in? Is your e-mail address correct?  
If any information is not correct, simply type over the incorrect information.  
Enter in "No" for the field "Certified Psychologist".
7. Select "Submit Registration".
8. You are now registered for the course. You will receive a confirmation e-mail.

**IMPORTANT REMINDER: It is the responsibility of the individual educator to complete his/her Act 48 hours by the PDE deadline, to regularly check the PDE transcript for accuracy, and to report any problems with the transcript to the provider. It is not the responsibility of the Diocese, the Catholic Schools Office, the school/principal, or the IU.**

All educators should periodically check their PDE transcript to be sure it is accurate. The Solutionwhere transcript is NOT the official transcript and reflects only events for which the Solutionwhere system is used. The PDE transcript must be accurate and is the source the Department of Education will use in determining your professional development (Act 48) hours.

To check your PDE transcript:

- Go to [www.pde.state.pa.us](http://www.pde.state.pa.us).
- Click on "Act 48 Reporting System"
- Enter your PPID# in the box after "View Continuing Education Progress"

To update your last name or address with PDE:

- Go to [www.pde.state.pa.us](http://www.pde.state.pa.us).
- Click on "Forms".
- Click on PDE 338-AC for address change, PDE 338-D for name change.
- Print out the form, complete it, and send it to PDE per the instructions.

To receive Act 48 credit, you must have a PDE Professional Personnel Identification number (PPID). To get a PPID:

- Go to [www.pde.state.pa.us](http://www.pde.state.pa.us)
- Click on "Act 48 Reporting System"
- Click on "Get your Professional Personnel ID"
- Fill in the required fields and click, "Get Professional Personnel ID"
- Your number will appear on the screen (make a note of it because the CSO cannot get this number for you)

If you have additional questions about Act 48 requirements:

- Go to [www.pde.state.pa.us](http://www.pde.state.pa.us)
- Click on the "Teaching" tab near the top of the screen.
- Click on "Act 48"
- Current information will be displayed on the Act 48 requirements.

Please contact Kim Lytle at the Catholic Schools Office 814-824-1248 or [klytle@eriercd.org](mailto:klytle@eriercd.org) .