Vector Solutions

Vector Solutions is a professional development tracking software which can help you host, record, manage and track professional development activities.

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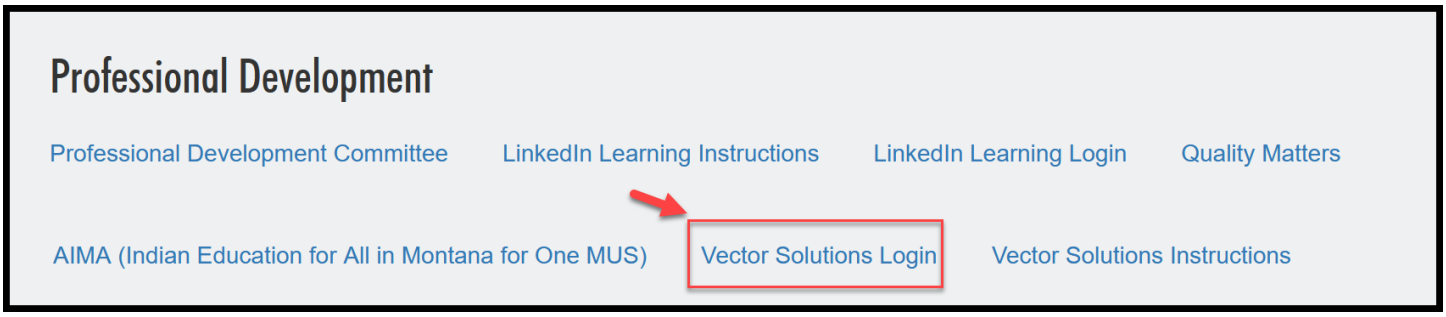
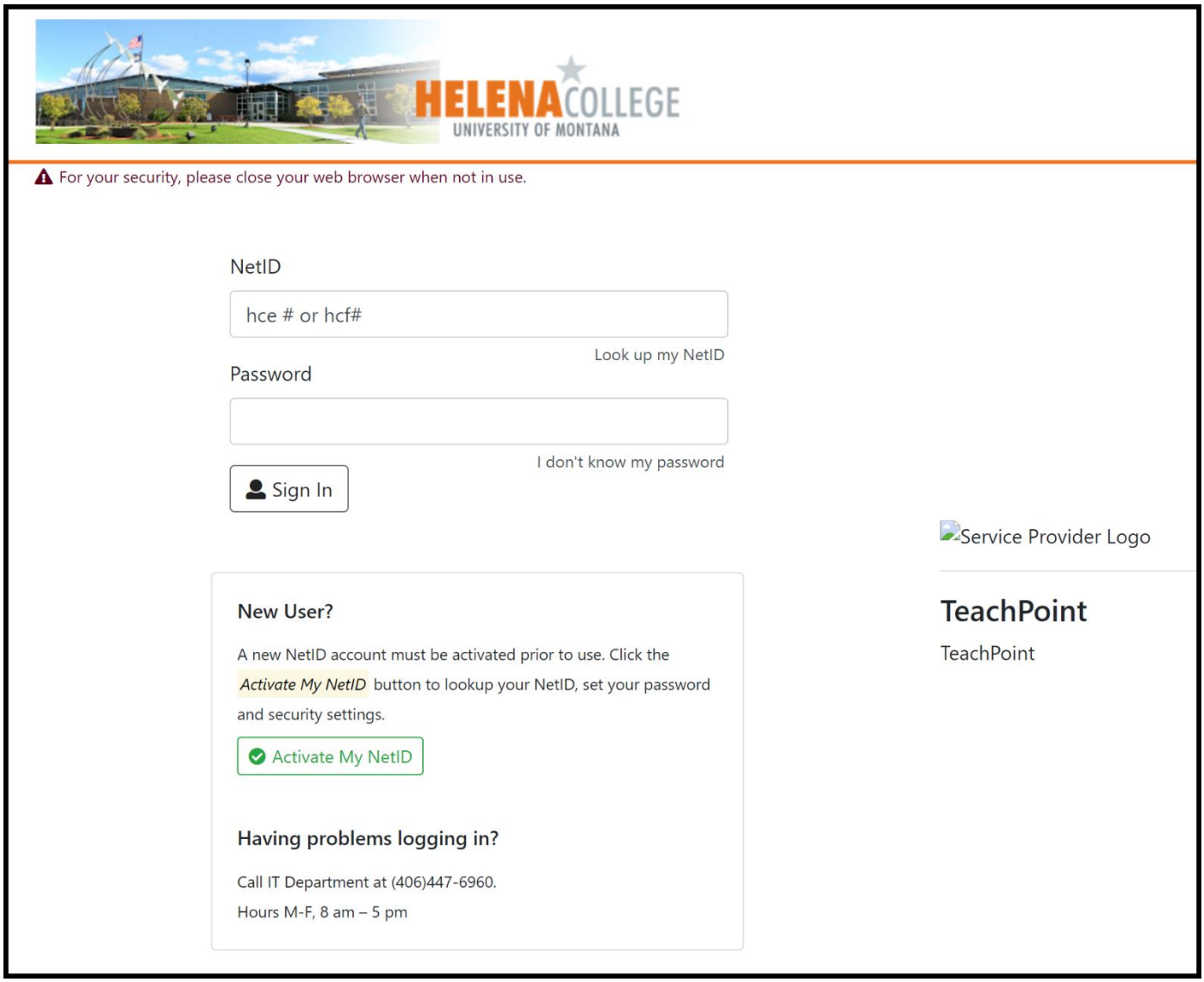
How To Log Into Your Vector Solutions Account

On the Employee Portal page, scroll down to the "**Professional Development**" box, click on the "**Vector Solutions Login**" link to sign into your Vector Solutions account.



Login using your NetID and password:

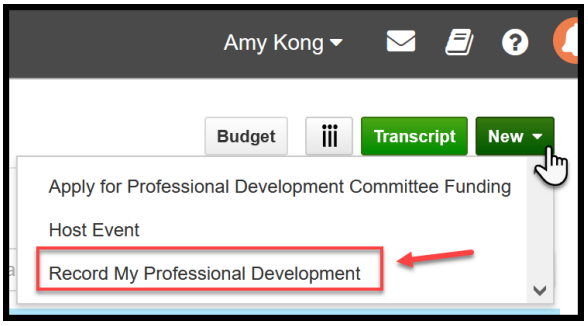


Record Your Professional Development Activities

You can record all types of professional development activities which are funded by PD Committee, funded by department, funded externally, sponsored by HR, or free activities (e.g. webinars, etc).

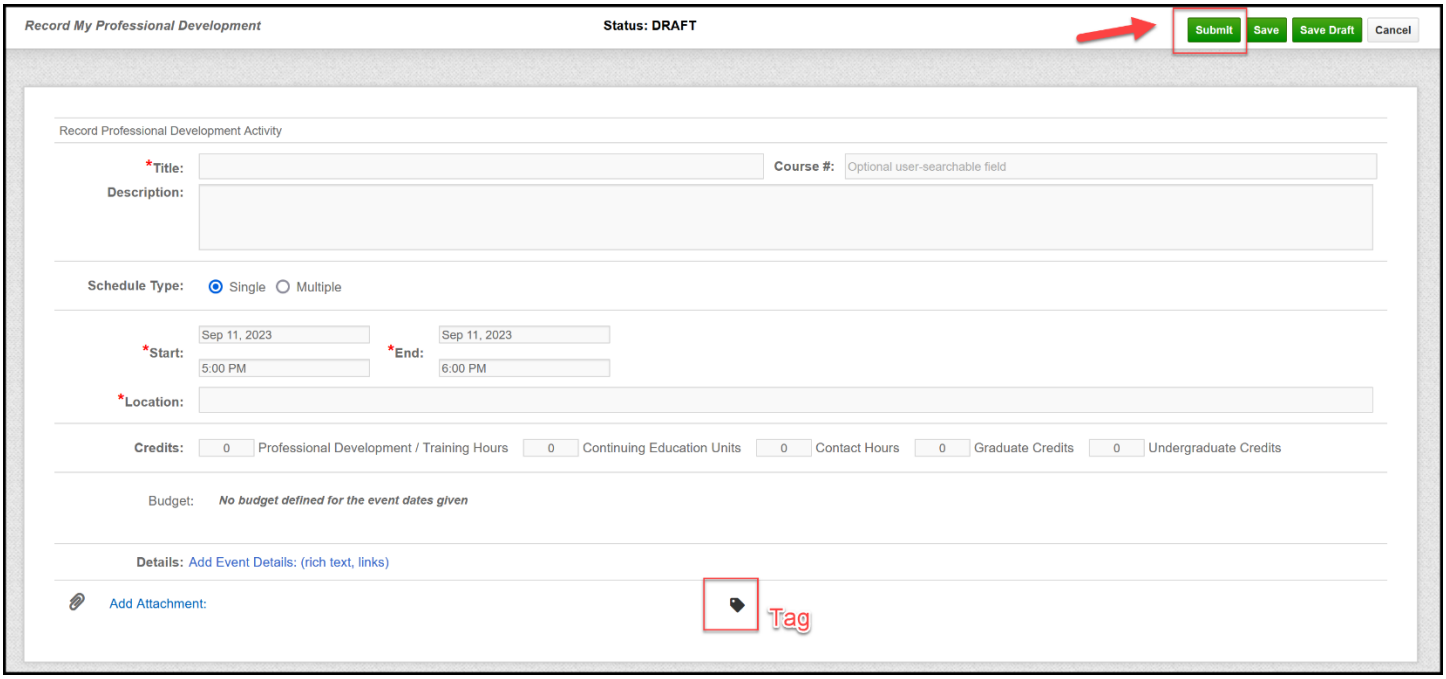
Click on the "**New**" button which is located on top right.

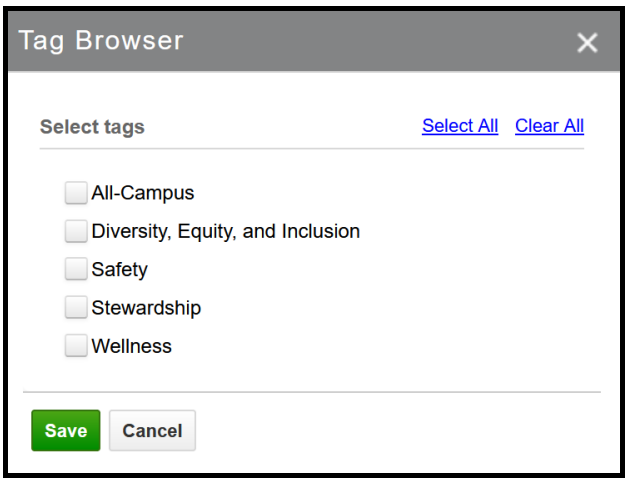
Choose "**Record My Professional Development**".



After filling in the PD activity details, don't forget to click on the **Submit** button.

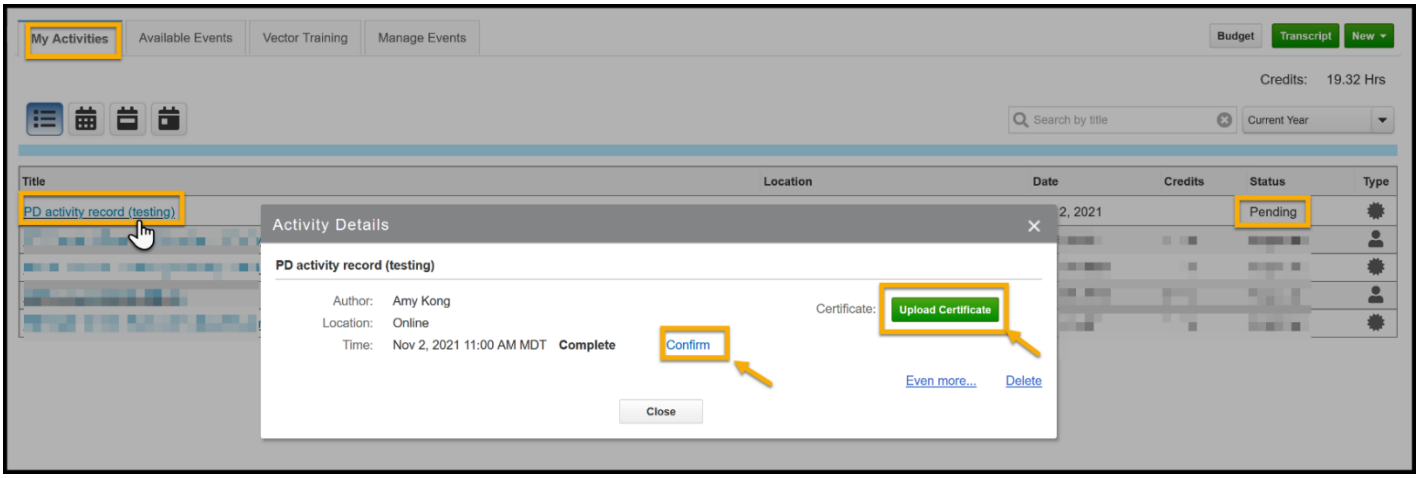
If you can assign a tag or tags to your PD activity, it will help with the reporting.



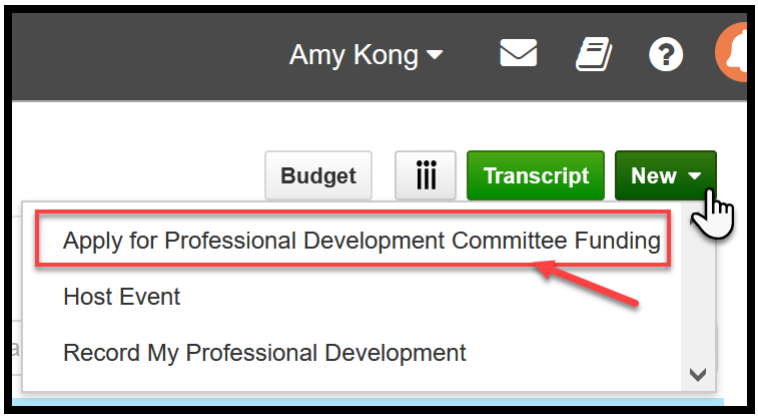


Once you submit your PD activity record, it will appear in the "**My Activities**" section.

In order to change the record status from *Pending* to *Approved*, you will need to click on the activity record link, then **confirm** the attendance. You can also upload a completion certificate too.



Apply For Professional Development Funding

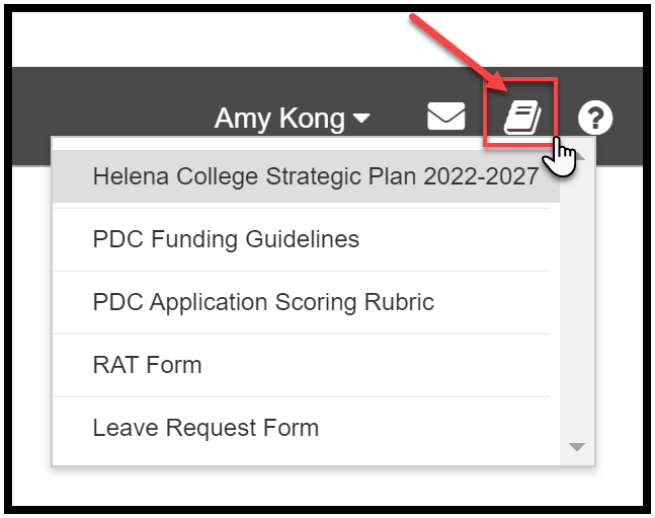


Click on the "**New**" button which is located on top right.

You can fill in the PD application form and submit the relevant documents under the "**Apply for Professional Development Committee Funding**" option.

The application form will then be sent to your supervisor for approval and the PD Committee for review automatically by Vector Solutions.

You will be notified by email the outcome of the application from the PD committee chair.

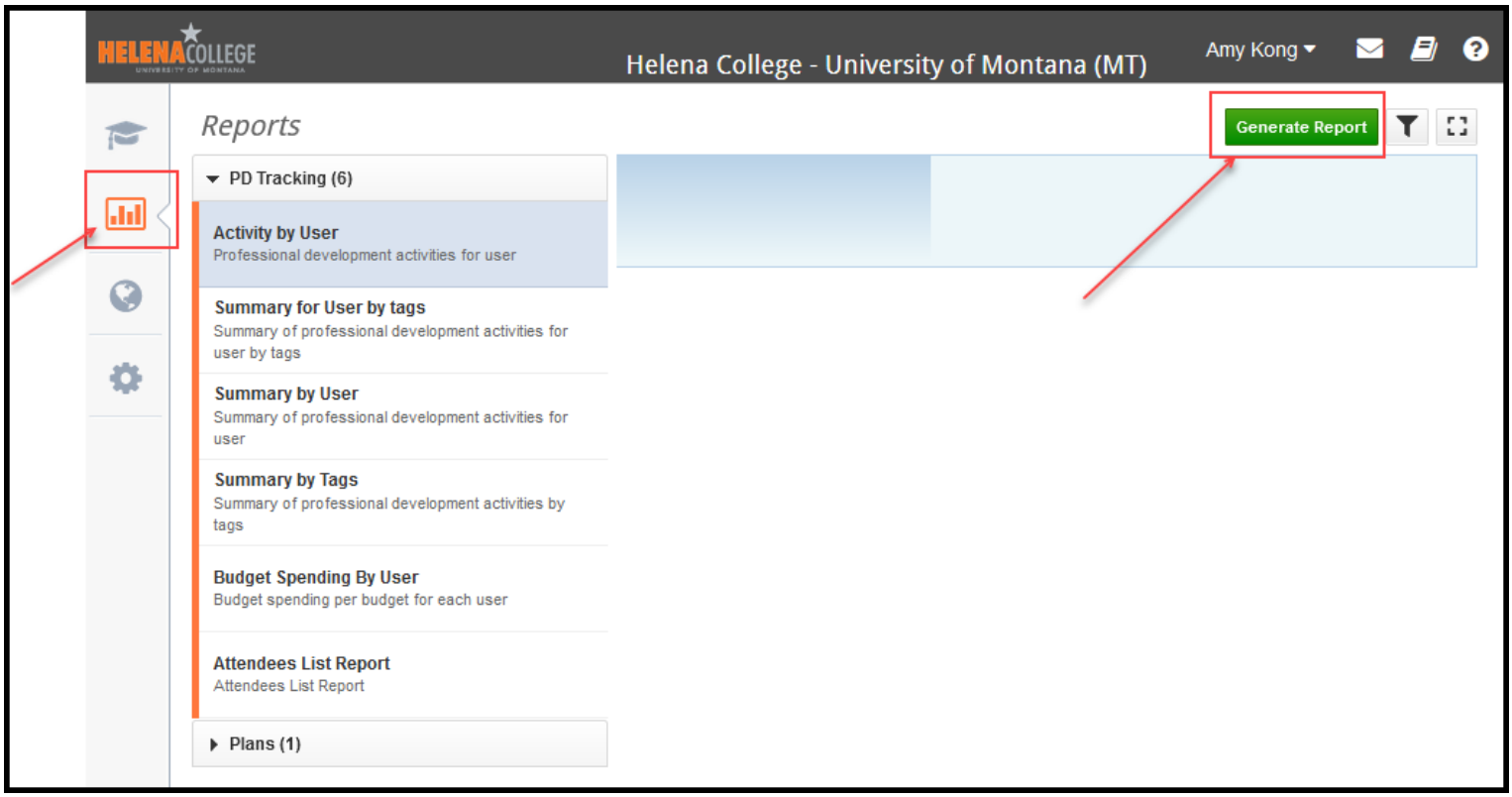


If you click on the "Resources" icon located on top right, you can view the "**Helena College Strategic Plan**", "**PDC Funding Guidelines**", "**PDC Application Scoring Rubric**" (that the PD committee uses to evaluate applications), **RAT Form**" and "**Leave Request Form**".

These resources will be helpful for you when filling in the PD application form.

Generate PD Activity Reports

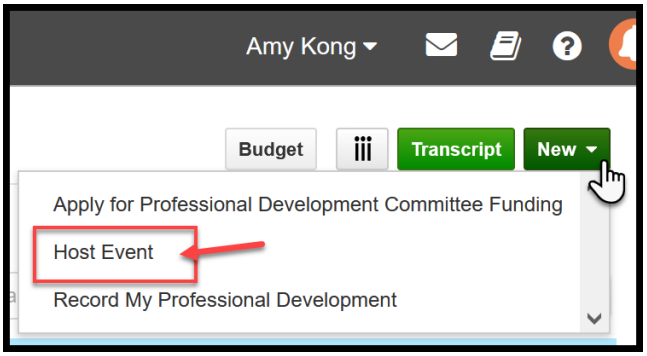
In the "report" section on the right, you can generate PD tracking reports.



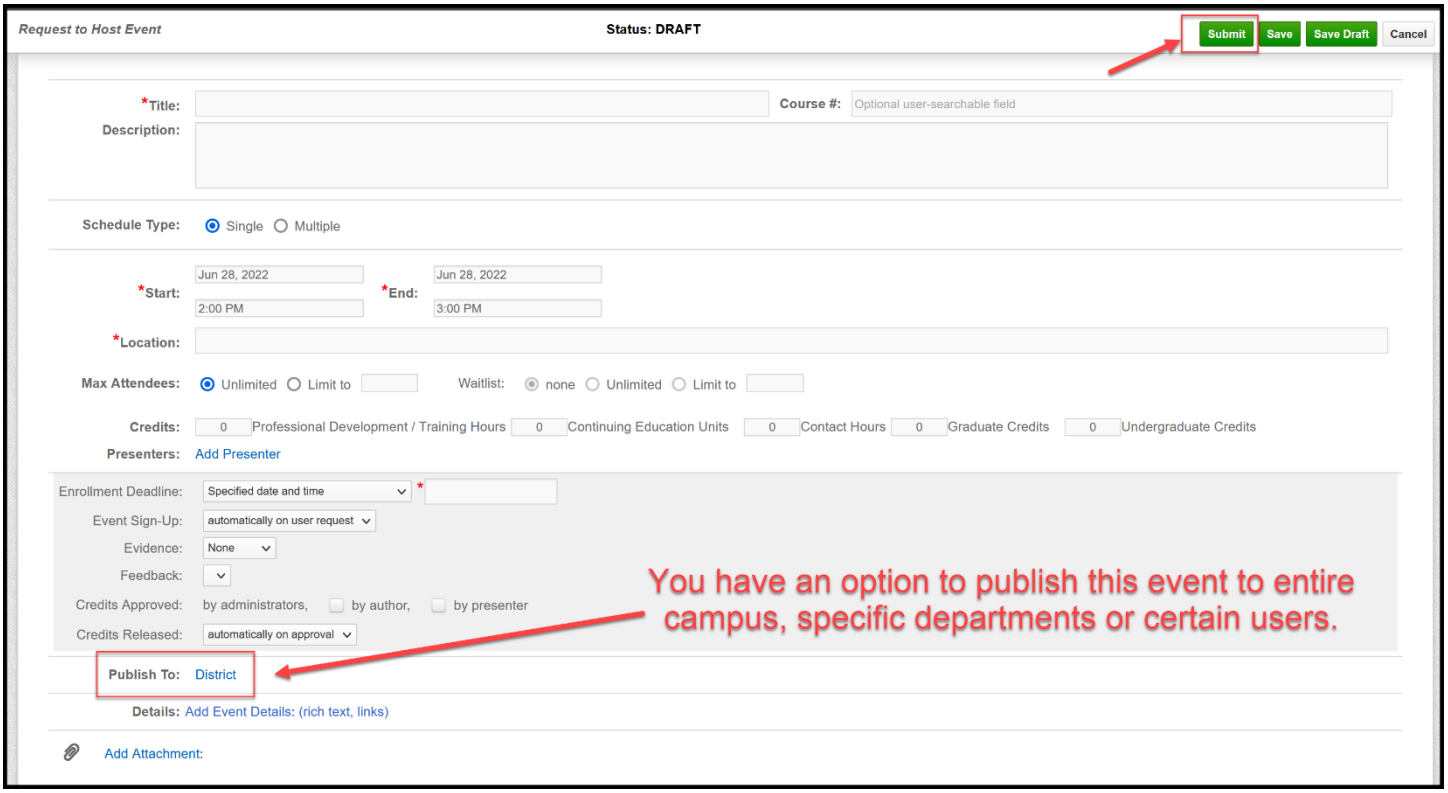
Host Events

Click on the "**New**" button which is located on top right:

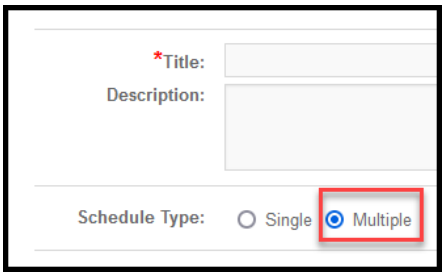
Choose "**Host Event**" option.



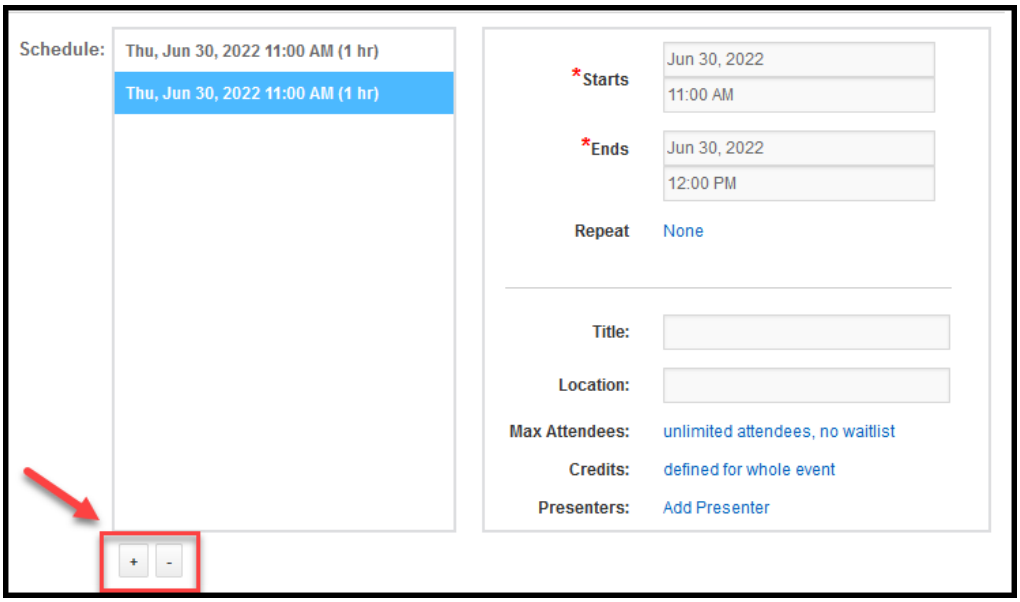
Fill in all the event information. If there is not an external registration deadline for the event, we recommend you set the "**Enrollment Deadline**" to "End of event/slot."



*If you have **recurring events**, you can use the "**Multiple Schedule Type**".

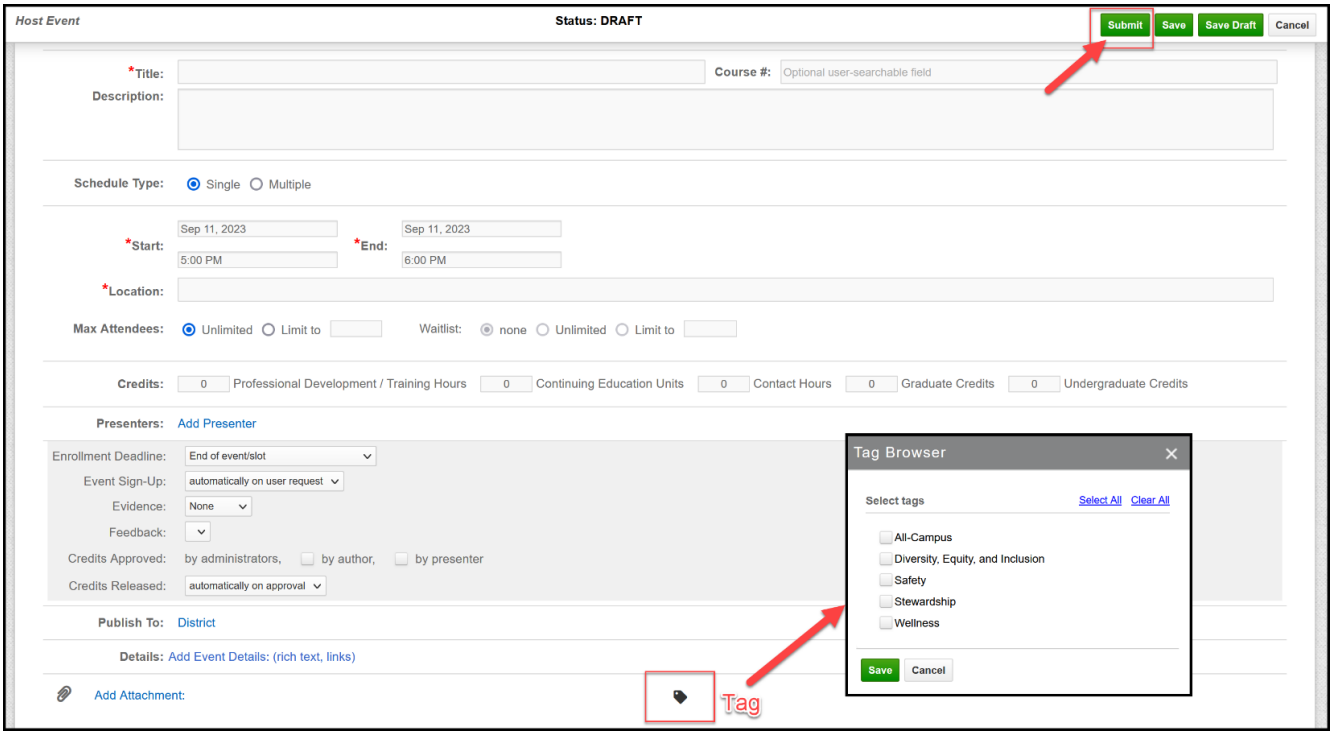


You can use the "+" key to add additional events and the "-" key to delete selected events.

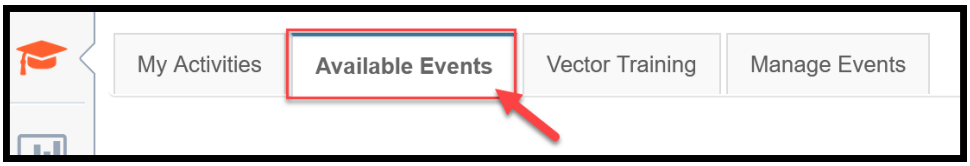


When you are done filling in the event information, click on the "**Submit**" button located on top right.

If you can assign a tag or tags to your event, it will help with the reporting.



After you submit your event, it will appear for attendees (based on what you chose in the "Publish To" part of the form) in the "**Available Events**" tab.



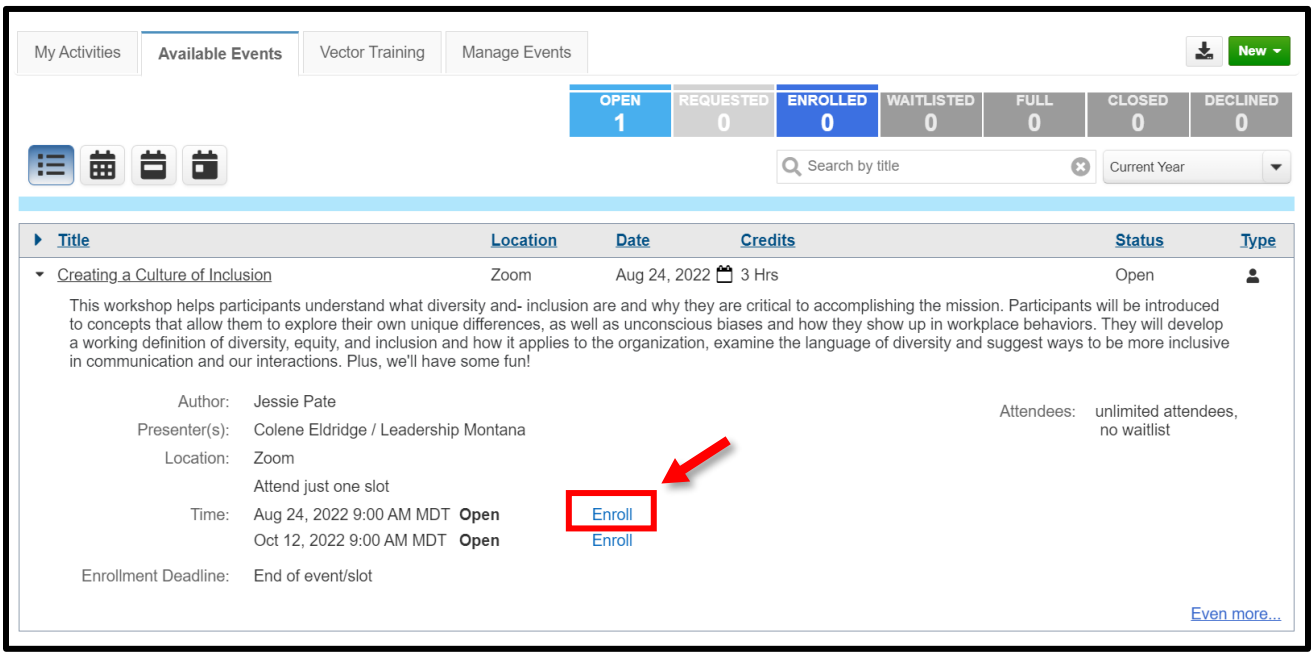
- **Managing Attendance at Events**

Event hosts have the option of having employees record their own attendance at events, or managing the attendance themselves on behalf of the attendees.

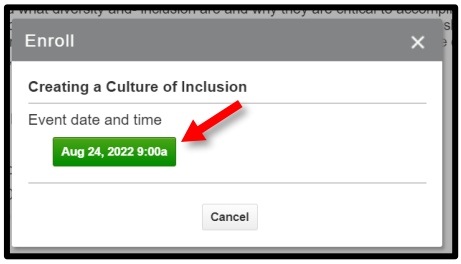
  - **For Attendees: Sign up for Professional Development Events / Trainings**

Employees need to enroll in events *prior to the end of the event*.

Select the event to open it in the "**Available Events**" tab and then click "**Enroll**" for the time slot(s) you are planning to attend.



In the pop-up that appears, confirm your selection by clicking the time in the green box.

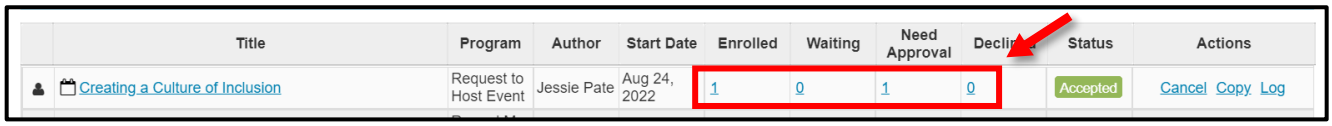


*After you have attended, you must confirm your attendance by returning to the event in "**Available Events,**" opening the event, and clicking "**Confirm**"

- **For Event Hosts: Option to Manage Attendance**

Find your event on the "**Manage Events**" tab.

Select any of the numbers in the **Enrolled, Waiting, Need Approval**, or **Declined** columns.

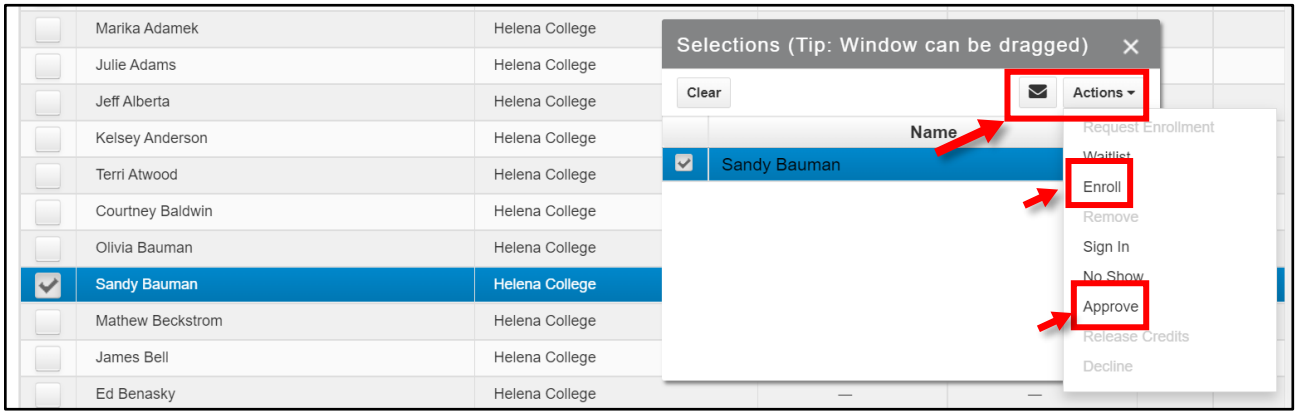


Make sure the black "**Not Enrolled**" box is selected. Filter the list however you desire – by department, job, or professional status are common categories. You can also search for individuals.

Check the box next to each person you want to invite, enroll, or approve. You can select more than one name. A window will pop up showing your selections.

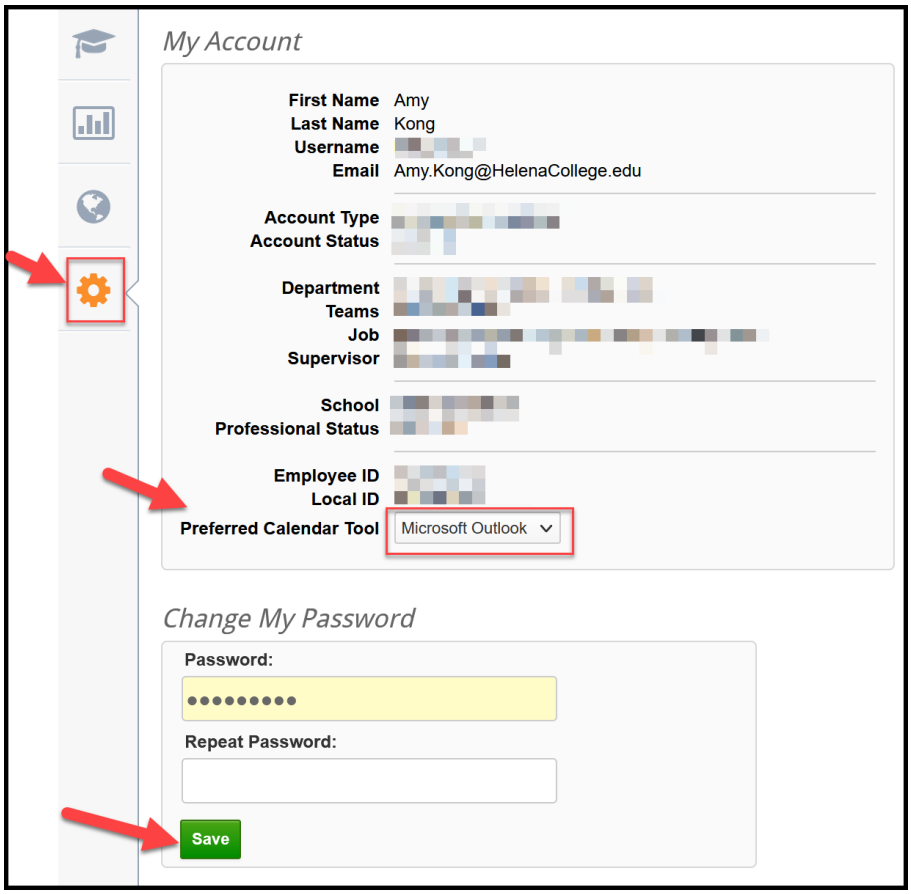
1. You can click the envelope to create an email inviting employees to log into Vector and enroll in the event. The message can be edited before sending.

2. You can click "**Actions**" to open a menu of choices. You have the option to enroll attendees and approve their attendance after the event occurs.

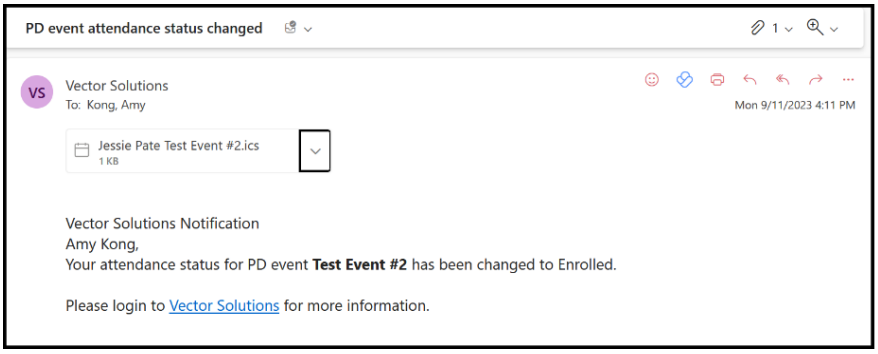


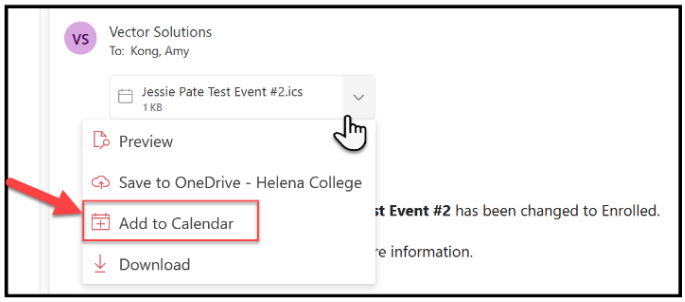
Add PD Events to Your Outlook Calendar

Go to the Vector account setting, choose "**Microsoft Outlook**" for the Preferred Calendar Tool, then "**Save**".



Once you enroll in the event, you will receive an email similar to the email below. You will select the calendar invite at the top where it will open another window. From there, you can select to add it to your Outlook calendar.

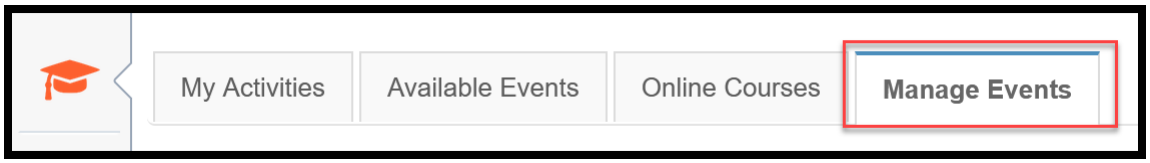




Tips for Supervisors To Review PD Application Requests

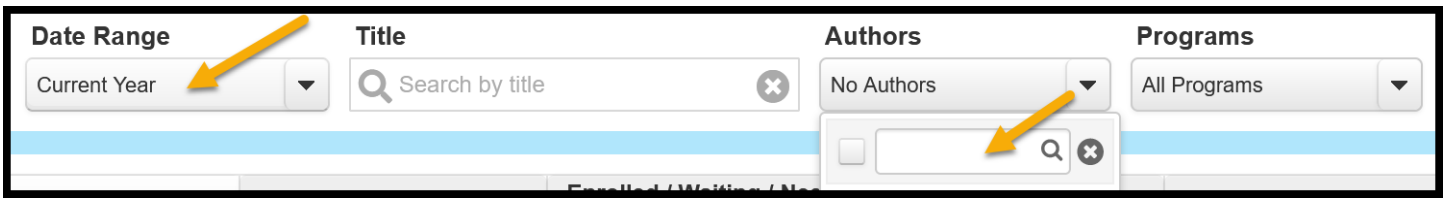
When your direct report submits a PD application request, you will receive an email notification.

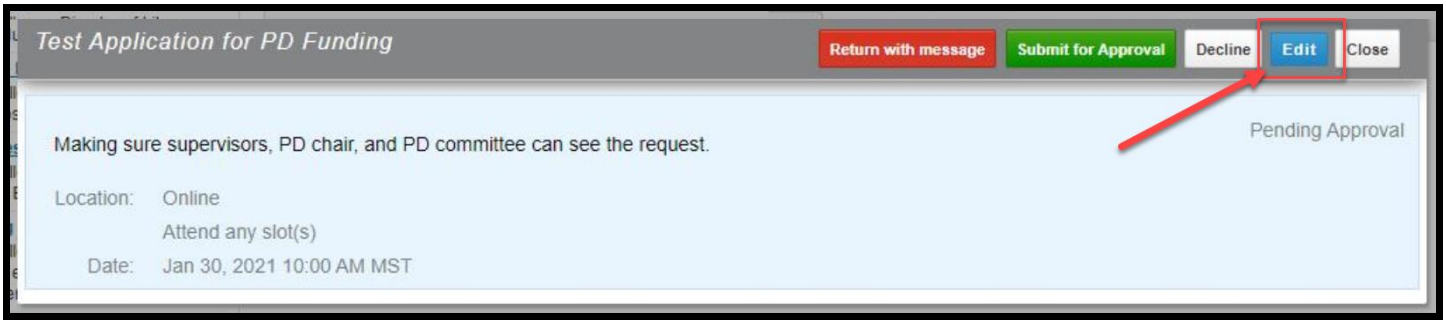
The PD application request can be found under the "**Manage Events**" tab which is located on the top of your Vector Solutions homepage:



Please choose the appropriate **Date Range** to view the application.

You can also filter applications by entering the applicant's name in the search box:



By clicking on the application title, you will be provided options for what you can do for the application.

Please click the "**Edit**" button to view the full application.