

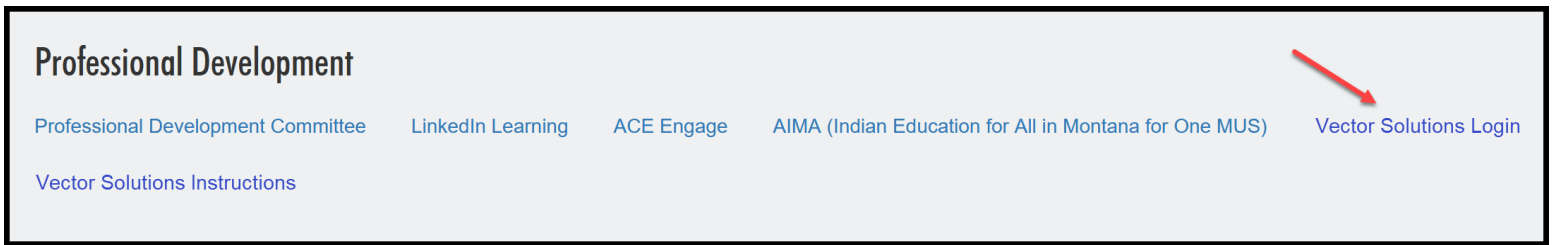
Vector Solutions

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

On the **Vector Solutions** platform, you can

- Record your professional development activities.
- Apply for professional development funding.
- Sign up for professional development events / training.

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.



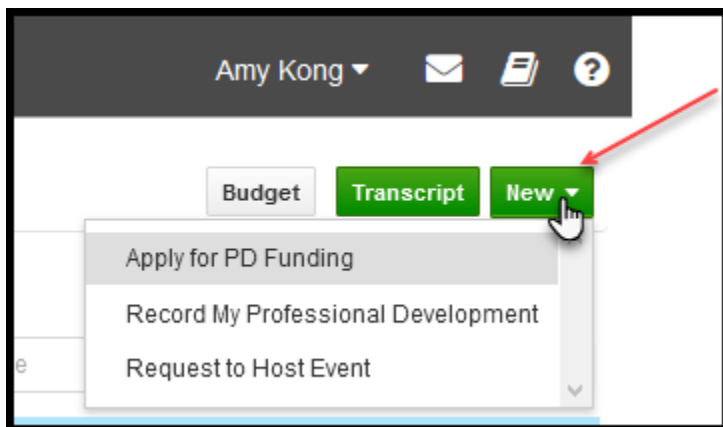
The District ID is **helenacollege**.
Username is your NetID #.

That is, your hcf / hce #.

The image shows the Vector Solutions login interface. At the top is the Vector Solutions logo. Below it are three input fields: "District ID" with the value "helenacollege", "Username" with the value "your NetID", and "Password" (empty). A blue "Sign in" button is at the bottom. Below the button is a link: "Difficulty signing in? Click here." Two red callout boxes with arrows point to the Username and Password fields. The first callout box contains the text "That is, your hcf / hce #." and the second callout box contains the text "You should have received an email invitation from Vector Solutions to ask you to create your own password."

Once you are successfully logged into your Vector Solutions account, you can choose your options by clicking on the “New” button which is located on top right:

(*Only those who have the permission to host events will see the “Request to Host Event” option.)



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).

Apply for Professional Development Funding

You can fill in the PD application form and submit the relevant documents under the “**Apply for PD Funding**” option.

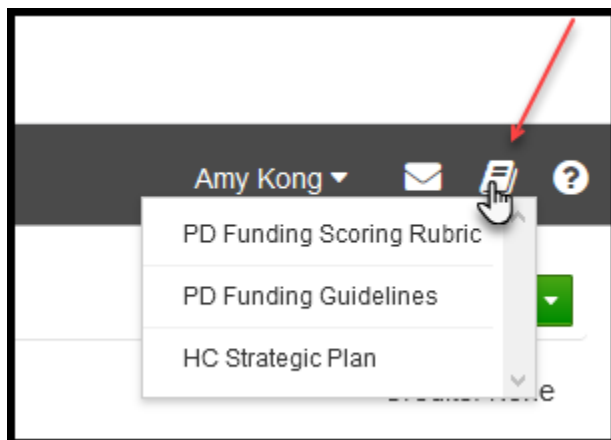
The application form will then be sent to your supervisor for approval.

Once approved by supervisor, the PD committee will review the application on Vector Solutions.

The PD committee chair will approve or deny your application based on the consensus from the PD committee.

You will be notified by email the outcome of the application.

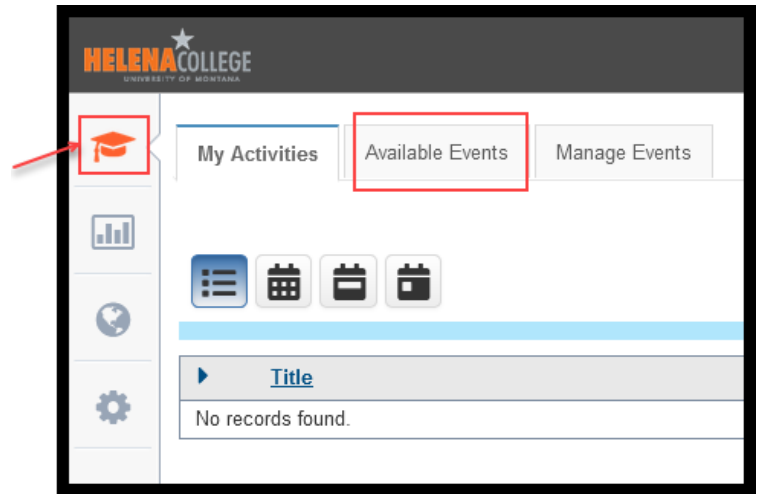
If you click on the “Resources” icon located on top right, you can view the “**PD Funding Scoring Rubric**” (that the PD committee uses to evaluate applications), “**PD Funding Guidelines**” and “**HC Strategic Plan**”. These resources will be helpful for you when filling in the PD application form.



Sign up for Professional Development Events / Training

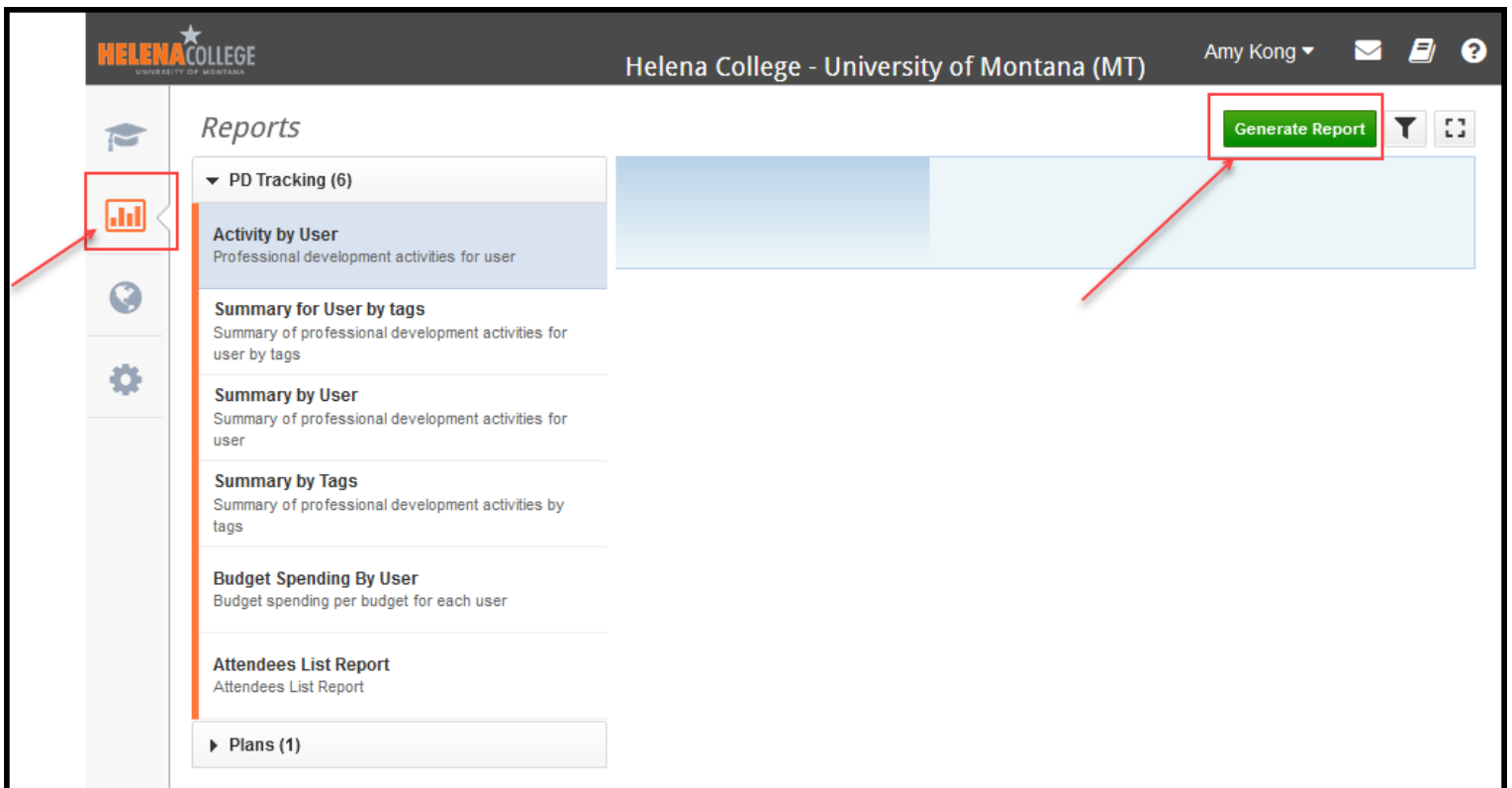
In the “graduate hat” section on the right, under the “**Available Events**” tab, you can sign up for any PD events that are available for you.

You can also view your PD activities under the “**My Activities**” tab.



Generating PD Activity Reports

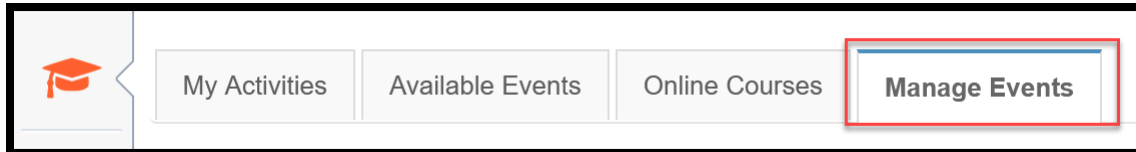
In the “report” section on the right, you can generate PD tracking reports.



For **Supervisors**:

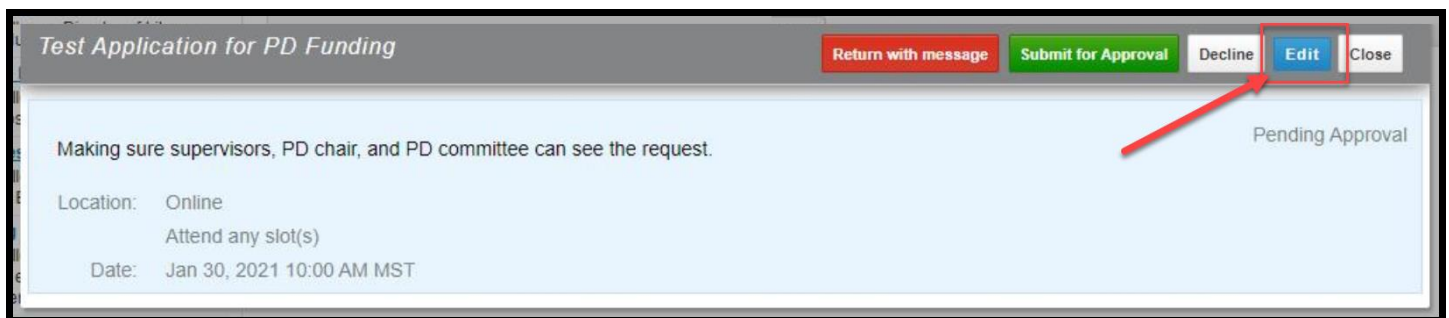
When your direct report submits a PD application request, you will receive an email notification.

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



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.



If you have any questions about Vector Solutions, please contact

Jessie Pate
Director of Institutional Research
447-6951
jessie.pate@HelenaCollege.edu

Amy Kong
Director of eLearning and Faculty Development
447-6364
amy.kong@HelenaCollege.edu