

# Educator Instructions for Viewing Evaluations that are not complete

To view any evaluations that are pending, log into your Secure Central Registry (SCR) account.

The Secure Central Registry (SCR) can be accessed at:  
[https://www.solutionwhere.com/mi\\_sbceu/welcome.asp](https://www.solutionwhere.com/mi_sbceu/welcome.asp)

To enter your SCR account, or set up a new account, select "Click here to access the SCR"

**Michigan Department of Education (MDE) Professional Development Information Website**

Welcome to the MDE Professional Development Information Website. This site provides access to the Secure Central Registry, the SCECH/SB-CEU Programs and the Individual Professional Development Plan online tool. For more information or to access these systems, use the links below.

**Upgrade Notice!**

The system was upgraded on October 1, 2012. [Click here for a powerpoint presentation on how to use the system.](#)

**For more information** on these systems, click on a link below.

[Secure Central Registry \(SCR\)](#)

[State Board Continuing Education Unit \(SCECH/SB-CEU\) Program Catalog](#)

[Click here to access the SCR](#), create or review your account, access and complete an evaluation, and view awarded State Continuing Education Hours on an Unofficial Transcript.

[Click here to access approved program offerings](#). No login is needed to view all currently approved State Continuing Education offerings. Utilize the links at the top of the screen to view Offerings by Category (including On-line offerings), Offerings by Month, Offerings by Sponsor, Catalog (printer friendly version), and all approved SCECH/SB-CEU sponsors/coordinators and contact information.

Logging into your account by clicking on "Been Here Before?"

Your log-in to your account is your email address and your password is what you recorded in the system when you set up your account.

After you have logged into your SCR account, you will see your Personal Information page. Please check to make sure all the information is current.

**MICHIGAN Department of Education** MDE - Office of Professional Preparation Services

**Professional Development Information Website Access**

[NEW--Video Instructions on Creating and Reviewing Your SCR Account/Profile--NEW](#)

**Been Here Before?**

If you have previously created an ID and Password for this site, please enter them below then click on the Logon button.

Email Address:

Password:

**New To This Site?**

If this is your first time to this site, you will need to create an ID and Password to fill out your evaluation and obtain your SB-CEUs. Click on the button below to create an ID and Password.

**Forgot Your Password?**

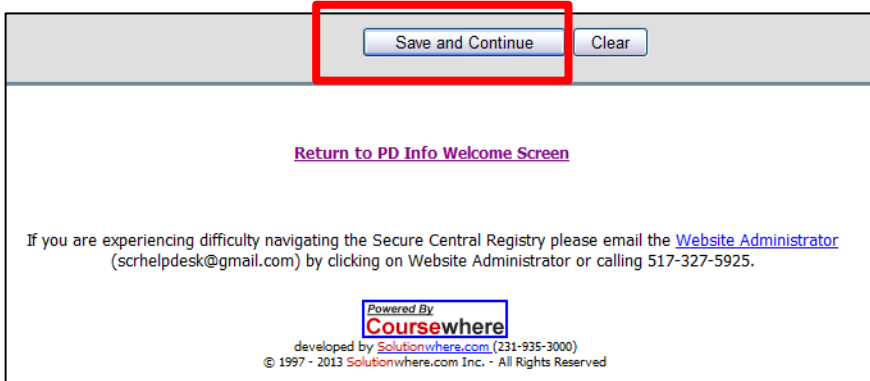
If you have forgotten your password, click on Email My Password below, and enter the email address that you provided when you created your account. Your password will be sent to that email address.

[Return to PD Info Welcome Screen](#)

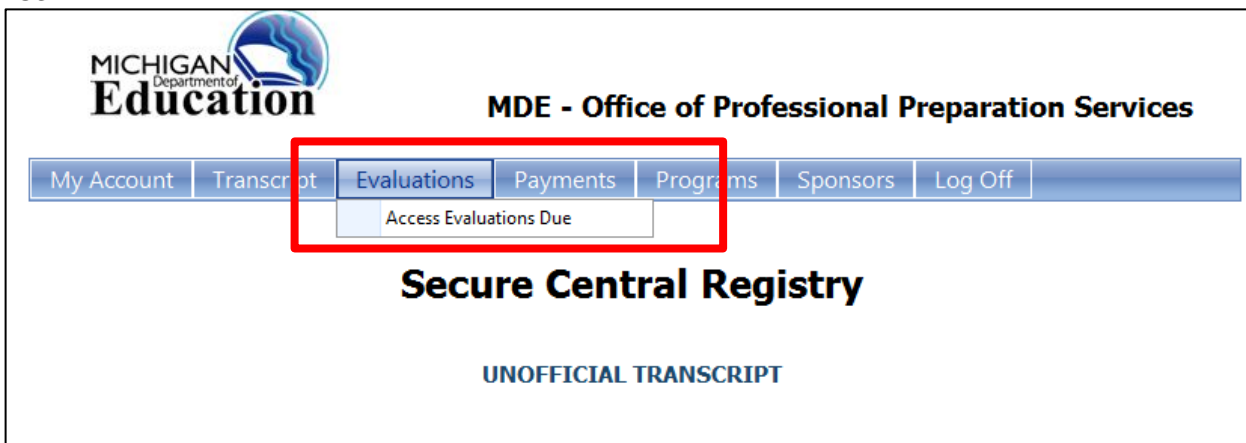
If you are experiencing difficulty navigating the Secure Central Registry please email the [Website Administrator](mailto:schhelpdesk@gmail.com) (schhelpdesk@gmail.com) by clicking on Website Administrator or calling 517-327-5925.

Powered By **Coursewhere**  
developed by [Solutionwhere.com](http://www.solutionwhere.com) (231-935-3000)

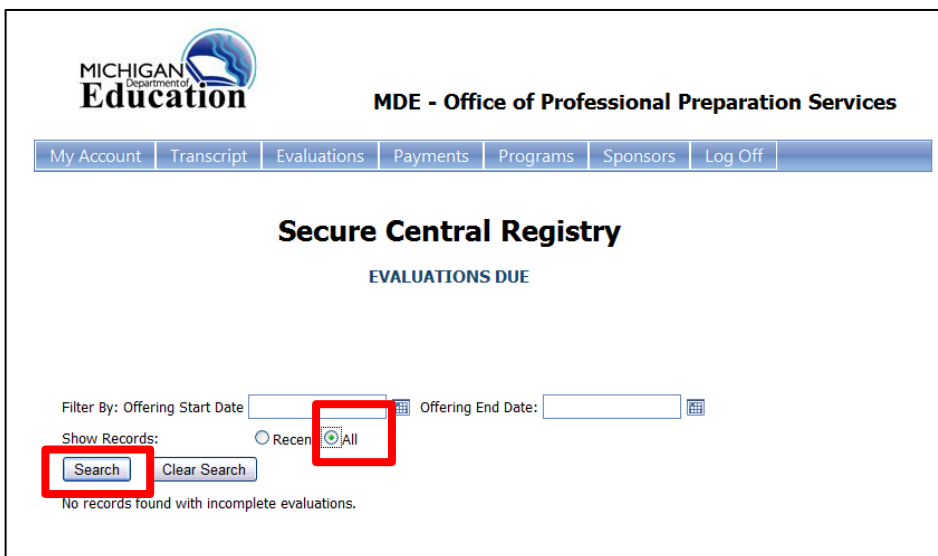
Click on Save and Continue on the bottom of the Personal Information page



Select "Evaluations" on the menu bar, and "Access Evaluations Due" from the drop down list.



If for some reason you do not see the evaluation you believe should be there, check the "All" button, then click on the "Search" button



A list of all programs that have evaluations that have not been completed will appear.

If you have current evaluations to complete:

**MICHIGAN**  
Department of  
**Education**

**MDE - Office of Professional Preparation Services**

My Account | Transcript | Evaluations | Payments | Programs | Sponsors | Log Off

## Secure Central Registry

### EVALUATIONS DUE

To complete an evaluation for an offering, click Not Complete in the Evaluation Column for that offering.

Filter By: Offering Start Date  Offering End Date:

Show Records:  Recent  All

Sponsor	Sponsor Coordinator	Program Name	Begin Date	End Date	Evaluation	Payment
Detroit Schs	Julie Pita	PD 360-Advanced	07/15/2013	07/15/2013	<a href="#">Not Complete</a>	<a href="#">Payment</a>

Click on "Not Complete" to complete the evaluation.

If you have programs that were uploaded more than a year ago will show up when all current evaluations have been completed. These programs did not have an evaluation completed within a year of the uploaded date, so they are forfeited and non-recoverable.

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My Account | Transcript | Evaluations | Payments | Programs | Sponsors | Log Off

## Secure Central Registry

### EVALUATIONS DUE

Filter By: Offering Start Date  Offering End Date:

Show Records:  Recent  All

Sponsor	Sponsor Coordinator	Program Name	Begin Date	End Date	Evaluation
MI Assoc of Educ Young Childrn	Laurie Nickson	Jackson Area E.C.Conference 2012	03/10/2012	03/10/2012	Forfeit
Eastern Michigan University	Patricia Breilein	2011/2012 Supv/Coop. Tchr 1st Semester	09/01/2011	12/31/2011	Forfeit