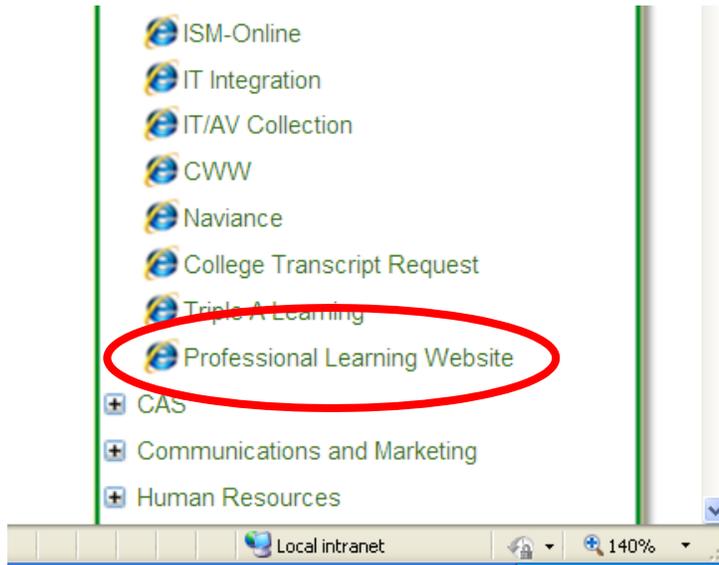


## ACCESSING THE PROFESSIONAL LEARNING APPLICATIONS – OFF CAMPUS

1. To access the PD Funding Website from off-campus there are two options:
  - A. Go to the ISM website ([www.ismanila.org](http://www.ismanila.org)) and login to the faculty portal with your ISM username and password.

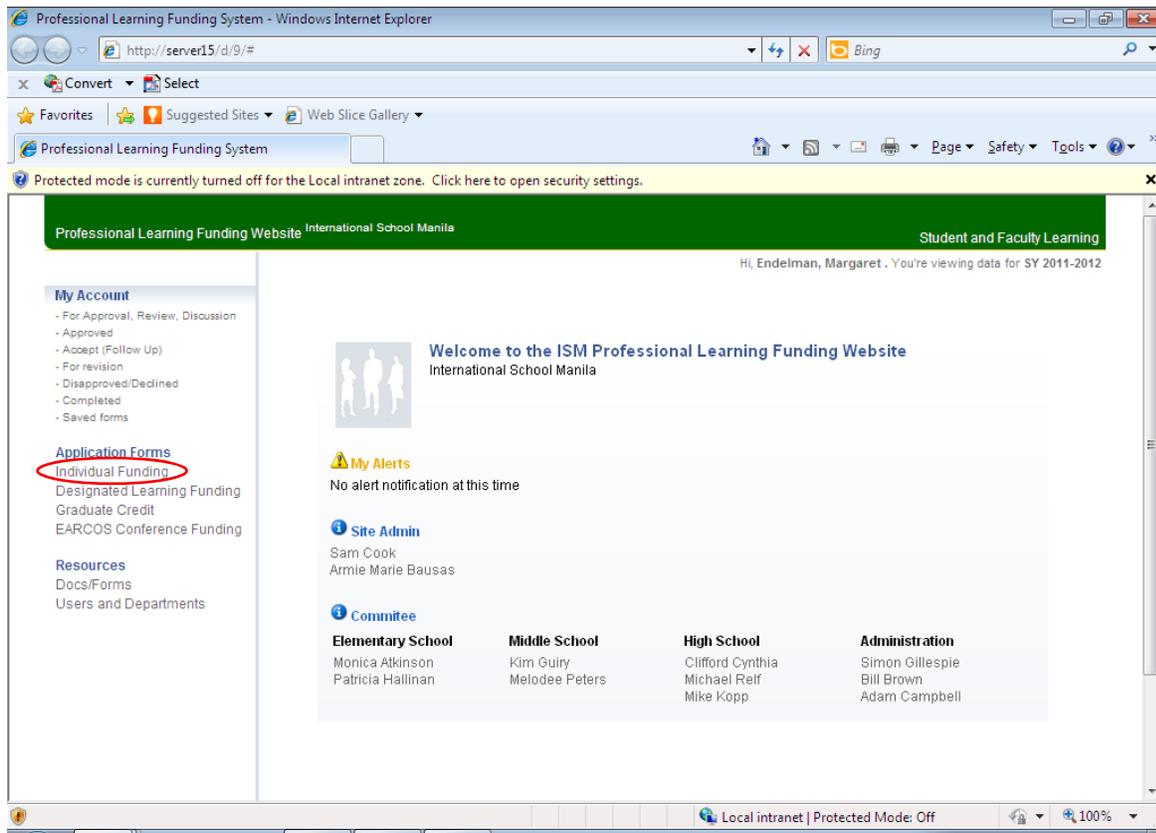


- B. Once on the faculty portal, select the link below at the right side of the screen.

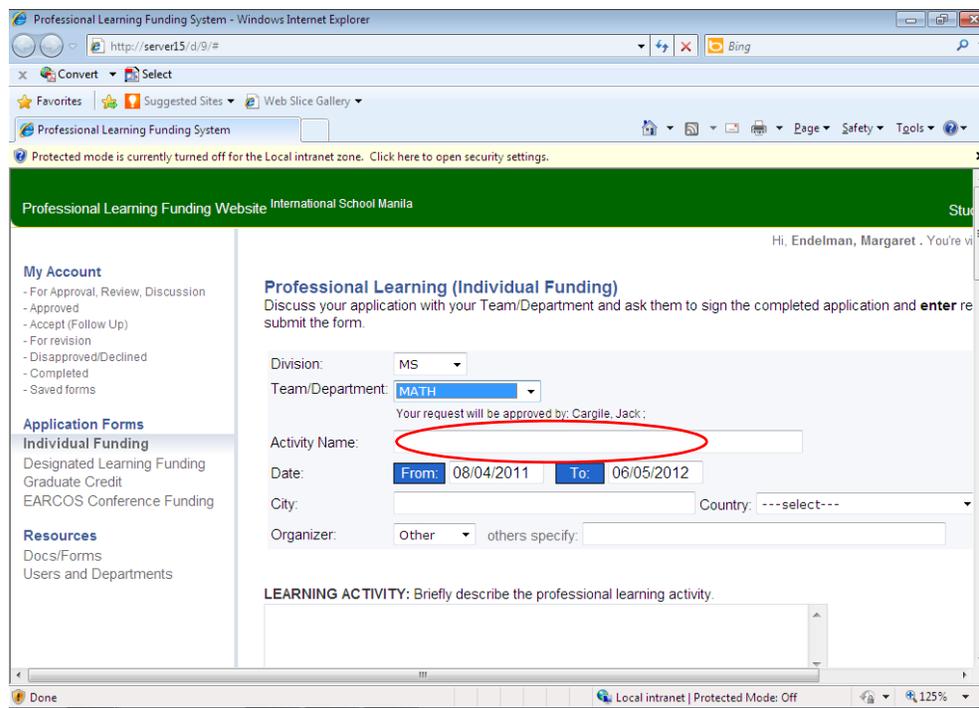


- C. OR, click on this direct link: <http://community.ismanila.org/d/9/>
- D. You will be prompted to enter your ISM username and password. Remember to use "campus\username" when logging in off-campus.

2. Once at the website, select the appropriate funding application from the options on the left. Most common is the "Individual Funding" application.



3. Complete the application. Notice the message once you input your division and department. Please check that the appropriate PL is named there.



- Near the end of the form is a place to upload a link to a flyer, brochure, or registration form, as well as a place to insert a web-link. This should help to keep your explanation of the “Learning Activity” at the top of the application brief as you can refer to the link provided.

Professional Learning Funding System - Windows Internet Explorer  
http://server15/d/9/#

Convert Select

Professional Learning Funding System

Protected mode is currently turned off for the Local intranet zone. Click here to open security settings.

**ACTIVITY DETAILS:**  
Attach a web-link or copy of a program description, if available, providing specific details of the activity:  
 (separate link with semi-colon)  
 ...click to attach file

Specify/Estimate the following funding/other details of this learning activity:

Number of Substitute Days:

Registration Fees:

Flight Costs & Itinerary:

Accommodation Costs & Details:

Other costs:

TOTAL OF ESTIMATED COSTS:

Done Local intranet | Protected Mode: Off

- Be sure to include estimated costs, but do not make bookings until you confirm with Armie Bausas in the Professional Learning Office.
- If you complete your form all in one sitting, press “Submit” at the bottom. Otherwise, press “Save” and return later to complete it.

Professional Learning Funding System - Windows Internet Explorer  
http://server15/d/9/#

Convert Select

Professional Learning Funding System

Protected mode is currently turned off for the Local intranet zone. Click here to open security settings.

Flight Costs & Itinerary:

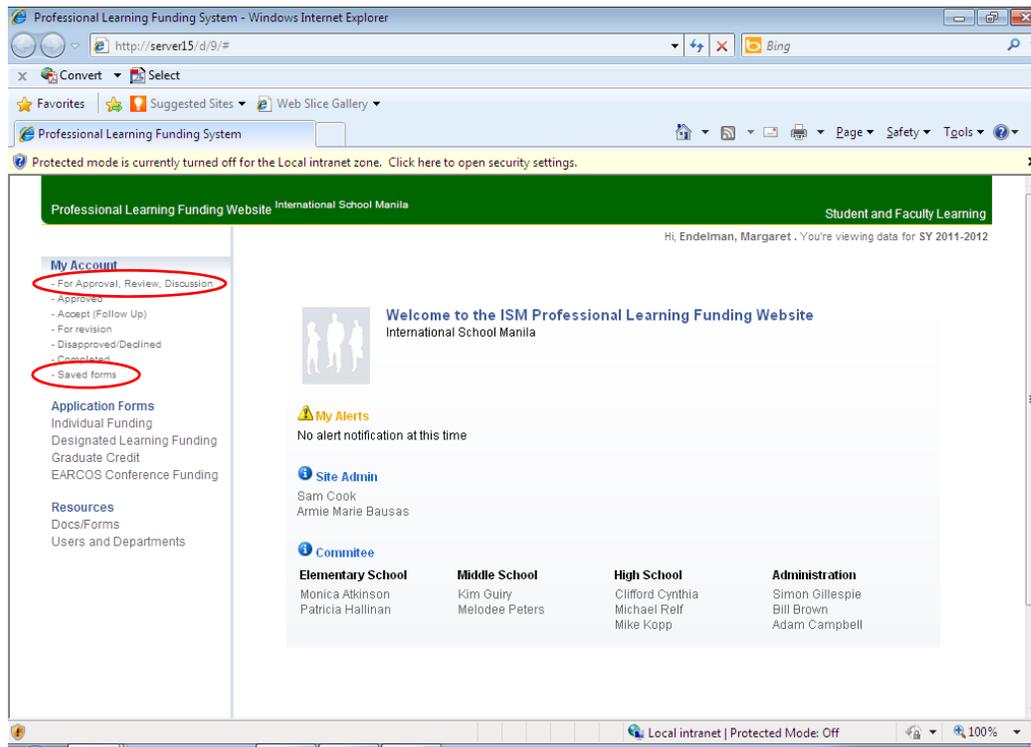
Accommodation Costs & Details:

Other costs:

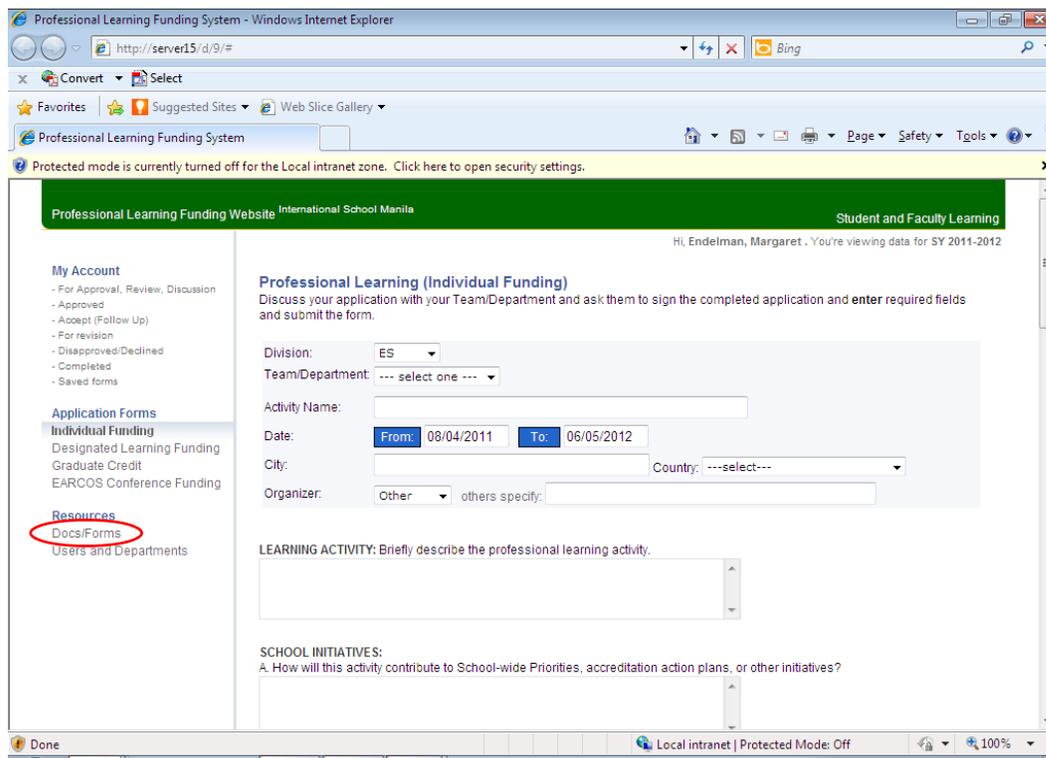
TOTAL OF ESTIMATED COSTS:

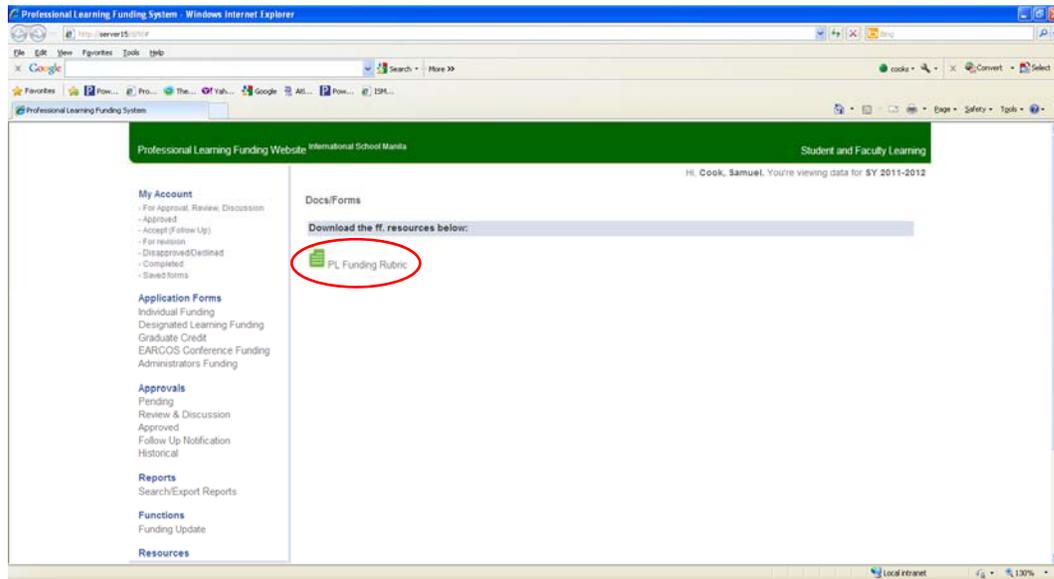
 I have read and understand that I will need to complete the **Professional Learning Follow-up and Self-Assess** after I return from this learning activity.

7. You can review your submitted application or return to your saved application using the options shown below.



8. You may also want to view the Funding Rubric as you complete the application. This is located under the Resources – Docs/Forms area.





All other forms work in a similar fashion and the approval process is all electronic. There is never a need to print any forms in this process as you can always go back and review. You will receive confirmation emails throughout the process after:

1. Submission of the form
2. Review status from PL
3. Review status from Principal
4. Review status from Professional Learning Committee or Learning Coordinator