











# NISD Technology Services

Technology Training and Development  
Integrated, Coordinated Delivery System

## P.D.A.S. ONLINE TEACHER SELF-REPORT INSTRUCTIONS

1. Launch IntraNet.
2. **CLICK** the Online PDAS link.
3. **CLICK** the  button.
4. Complete the Login Box  
User name: **Key** your **EMPLOYEE ID NUMBER** (eXXXXXX)  
Password: **Key FIRST** four letters of **LAST NAME** in **ALL CAPS** followed by **LAST** four digits of your **SOCIAL SECURITY NUMBER** (ABCD1234)
5. **CLICK** the  button and follow the prompts.
6. **CLICK** the  button and your form will appear.
7. Begin completing **Section I** of your Teacher Self-Report.
8. Teachers who participated in the pilot of this application in Spring 2003 will be able to use this button . If you did not participate in the pilot, you will not be able to use this button until 2004-2005.
9. **IMPORTANT!** Click the  button often – once every 10 minutes to prevent being “timed out.” This saves your work but does not close your web session.
10. Use the  button as many times as you please before actually submitting your report. It is not necessary to complete your Teacher Self-Report in one session. You can enter information onto the form and save as a draft as many times as you want.
11. When **Section I** of your Teacher Self-Report is finalized, **CLICK**  button **NOT** the  button. After using this button, it will disappear from Section I.
12. Your reviewing administrator will see that you have finished this part of your form from his/her administrator view.
13. Document **Section II** and **Section III** throughout the school year. When you have completed these sections and are ready for your administrator to review, click the  button.
14. Use the  feature **AFTER** you have **SAVED** your document. Text keyed in the boxes will be checked for spelling errors. **CAUTION--Do not have Microsoft Word open when using Spell Check!**