



ProCert Manual

Logging in

Version 2
10/30/2019

<https://certification.ctc.edu/>

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Login Basics

This is document intended to show how logging in is accomplished in the new system. And how to handle an account that has multiple account types.

Home page

Below is what you will encounter when going to the site.



The screenshot shows the top of the website. At the top left is the logo for 'Professional Certifications' with the text 'Washington State Board for Community and Technical Colleges' below it. A dark blue navigation bar contains the word 'Certifications' on the left and 'Login' on the right. The main content area has a dark blue background with a white text box. The text box contains the title 'Professional Development and Certification Tracking System', a paragraph explaining the system's purpose, and instructions on how to log in or contact support. Below the text box, there are 'TECHNICAL NOTES' with two bullet points.

Professional Certifications
Washington State Board for Community and Technical Colleges

Certifications Login

Professional Development and Certification Tracking System

The Professional Development and Certification Tracking System is used by Community and Technical Colleges in the state of Washington to organize and monitor the professional development plans and certifications required of all professional/technical instructors who teach within the system.

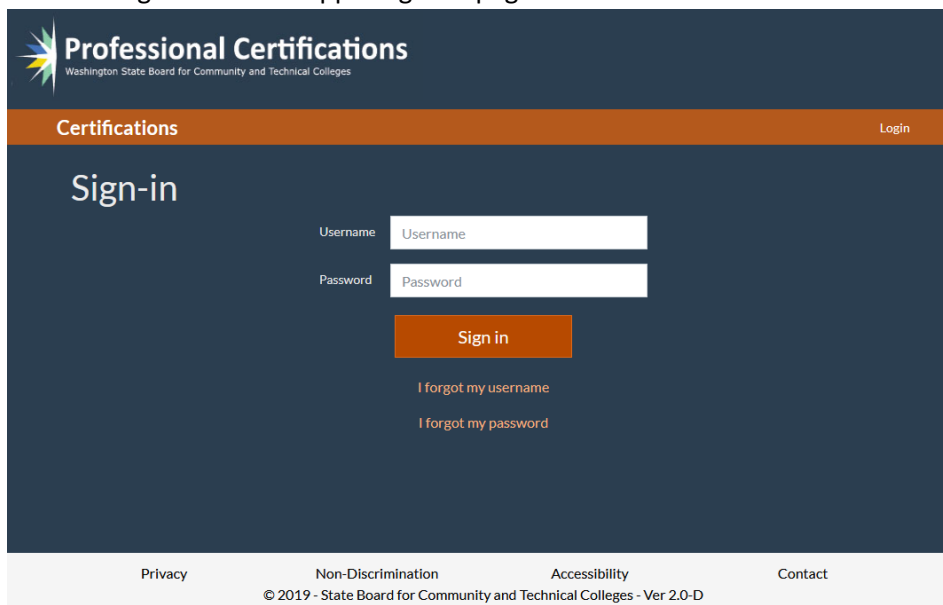
If you have a proper login and password you can enter the system. If you do not have a login and password, contact your Program Supervisor or your college's Chief Workforce Education Officer to make sure that an account has been created for you. If you already have an account but you cannot remember your password or username, press one of the links at the bottom of the login page.

TECHNICAL NOTES:

- For technical support, please contact the help desk at: AppDev@sbctc.edu
- Use of 'PopUp Blockers' will interfere with the correct presentation of this site. It is recommended you turn off any PopUp Blockers you may have installed for the duration of your visit

Login

Click the login link in the upper right of page



The screenshot shows the login page. It has the same header as the home page. The main content area has a dark blue background with the title 'Sign-in'. Below the title are two input fields: 'Username' and 'Password'. Below the input fields is an orange 'Sign in' button. Below the button are two links: 'I forgot my username' and 'I forgot my password'. At the bottom of the page is a light gray footer with links for 'Privacy', 'Non-Discrimination', 'Accessibility', and 'Contact', and a copyright notice: '© 2019 - State Board for Community and Technical Colleges - Ver 2.0-D'.

Professional Certifications
Washington State Board for Community and Technical Colleges

Certifications Login

Sign-in

Username

Password

Sign in

[I forgot my username](#)

[I forgot my password](#)

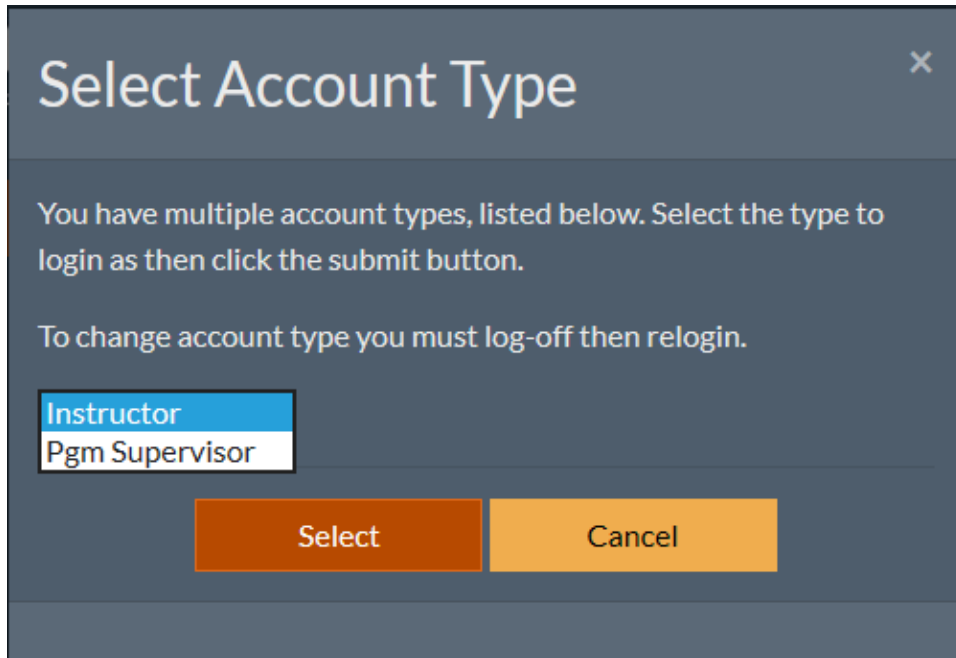
Privacy Non-Discrimination Accessibility Contact

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Login with Multiple Accounts

After entering your user name and password you will be shown a popup, asking you to select what account you wish to login with.

Select the account and click **Select**. You will then be logged into the site under the selected account type. To change to a different account you must logoff and relogin to the site.



Select Account Type

You have multiple account types, listed below. Select the type to login as then click the submit button.

To change account type you must log-off then relogin.

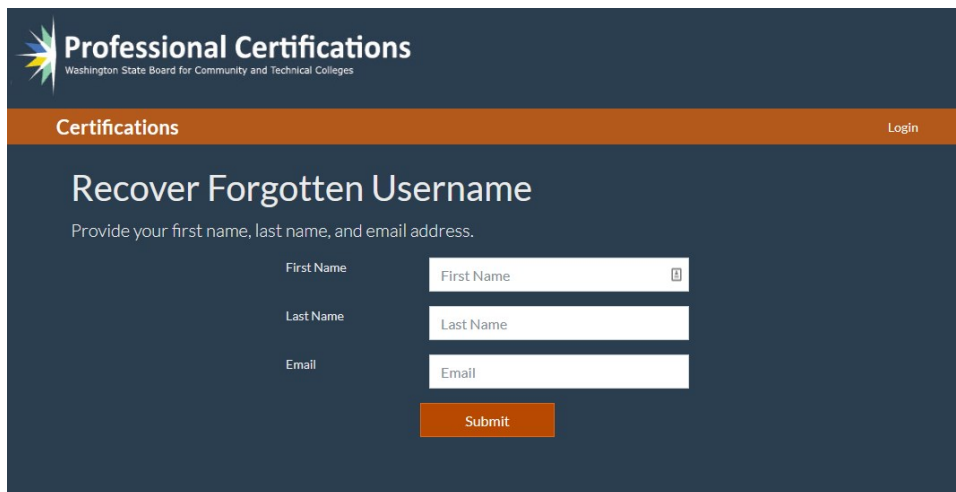
Instructor

Pgm Supervisor

Select Cancel

Forgot Username

Clicking on the link **I forgot my username** will send you to a new page with a form. Enter the first and last name that are in the system, along with the email that was used. If the information is correct, your username will be emailed to you.



Professional Certifications
Washington State Board for Community and Technical Colleges

Certifications Login

Recover Forgotten Username

Provide your first name, last name, and email address.

First Name

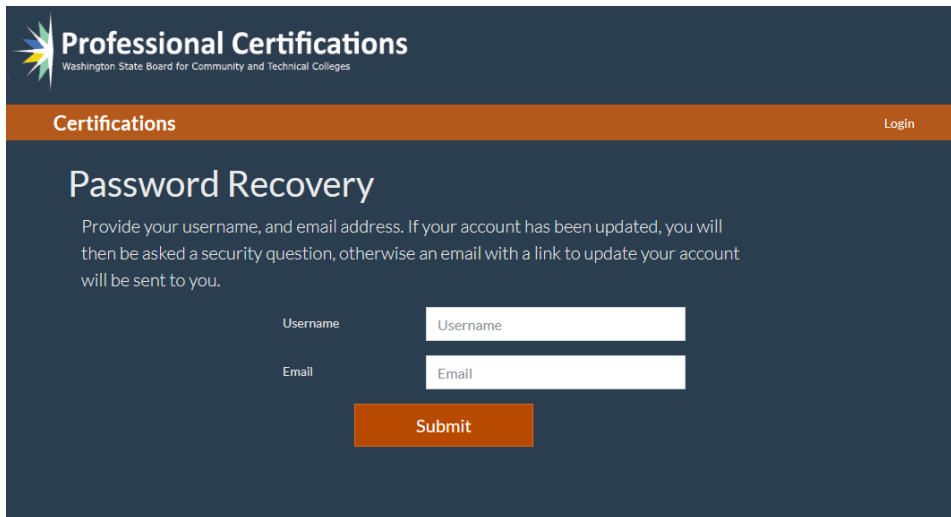
Last Name

Email

Submit

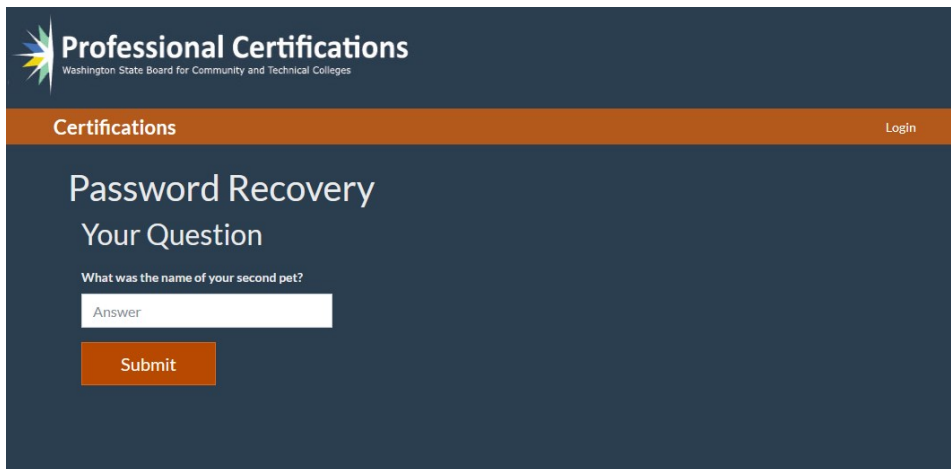
Forgot Password

Clicking on the link **I forgot my password** will send you to a new page with a form. Enter your username and email that are in the system.



The screenshot shows the 'Professional Certifications' website header with the logo and 'Washington State Board for Community and Technical Colleges'. Below the header is a navigation bar with 'Certifications' and 'Login'. The main content area is titled 'Password Recovery' and contains the following text: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below this text are two input fields: 'Username' and 'Email', each with a corresponding text box. A 'Submit' button is located below the input fields.

If correct, you will be asked to answer one of the three questions you selected in your account creation.



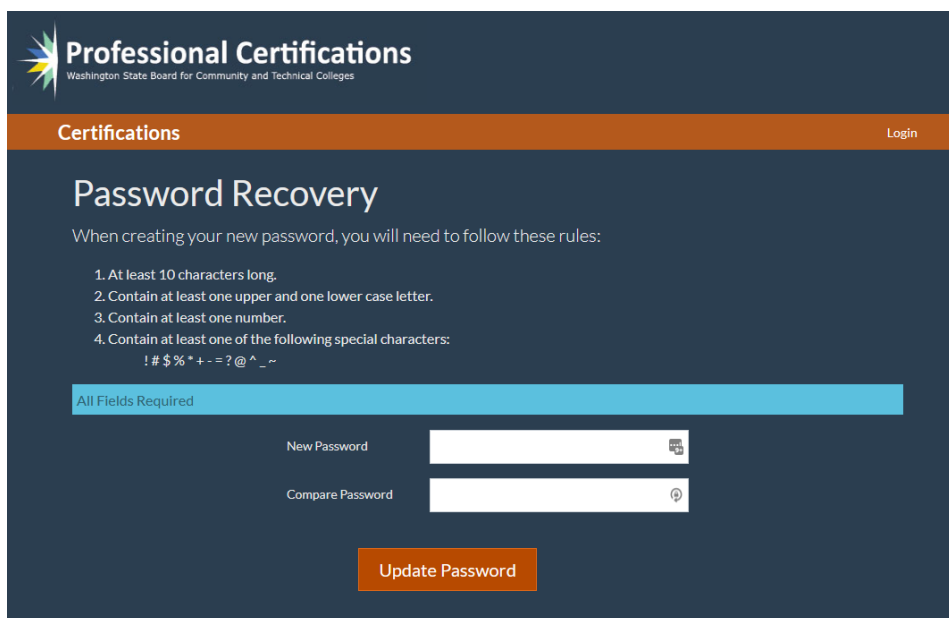
The screenshot shows the 'Professional Certifications' website header with the logo and 'Washington State Board for Community and Technical Colleges'. Below the header is a navigation bar with 'Certifications' and 'Login'. The main content area is titled 'Password Recovery' and 'Your Question'. Below this is the question: 'What was the name of your second pet?'. Below the question is an input field labeled 'Answer'. A 'Submit' button is located below the input field.

After correctly answering the question, you will be sent to a third page to create a new password. We track the last four passwords that were used, so the new password must be unique and not a repeat of those last four.

Password Criteria:

- *At least 10 characters long, but no longer than 50.*
- *Contain at least one upper and one lower case letter.*
- *Contain at least one number.*
- *Contain at least one of the following special characters:*
 - `!# $ % * + - = ? @ ^ _ ~`

After successfully creating a new password you can login to the site.



The screenshot shows the 'Professional Certifications' website header with the logo and 'Washington State Board for Community and Technical Colleges'. Below the header is a navigation bar with 'Certifications' and 'Login'. The main content area is titled 'Password Recovery' and includes a list of password rules: 1. At least 10 characters long, 2. Contain at least one upper and one lower case letter, 3. Contain at least one number, and 4. Contain at least one of the following special characters: !# \$ % * + - = ? @ ^ _ ~. Below the rules is a light blue bar that says 'All Fields Required'. There are two input fields: 'New Password' and 'Compare Password', each with a password strength indicator icon. At the bottom is an orange 'Update Password' button.