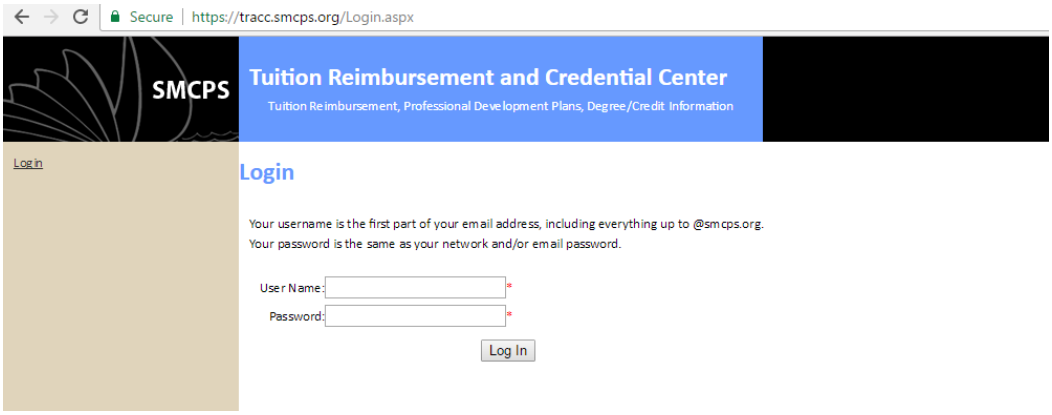
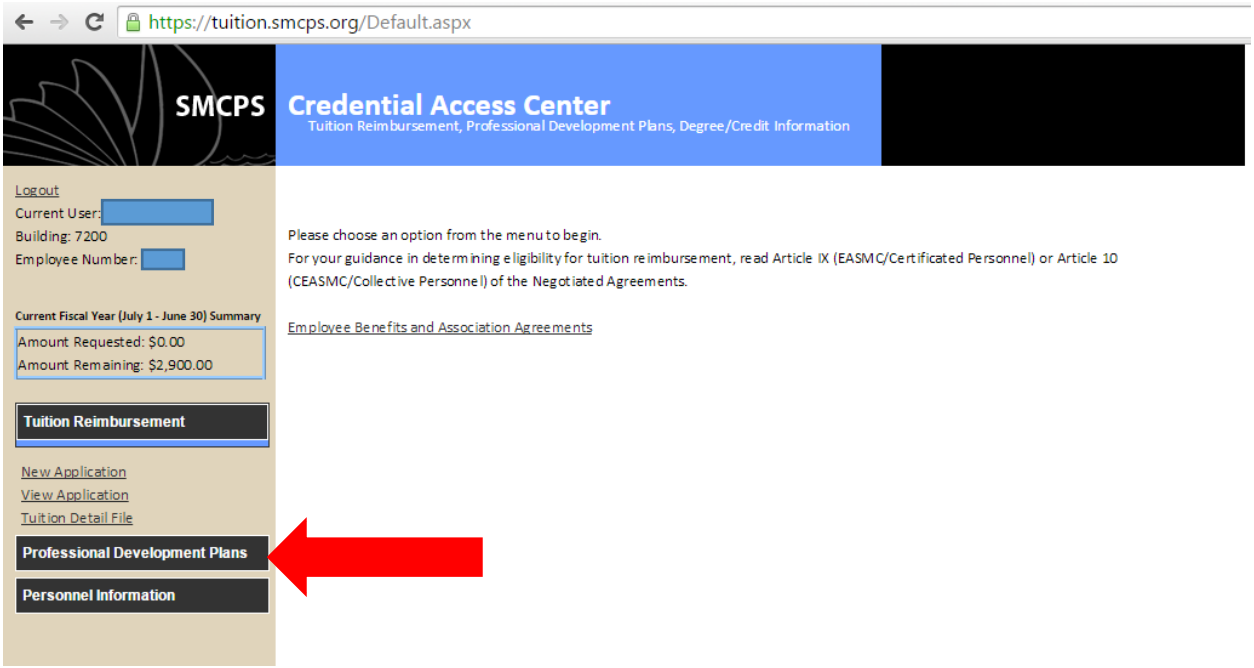
HOW TO SUBMIT YOUR PDP ON THE TRACC PORTAL

The following link should bring you to this page: https://tuition.smcps.org

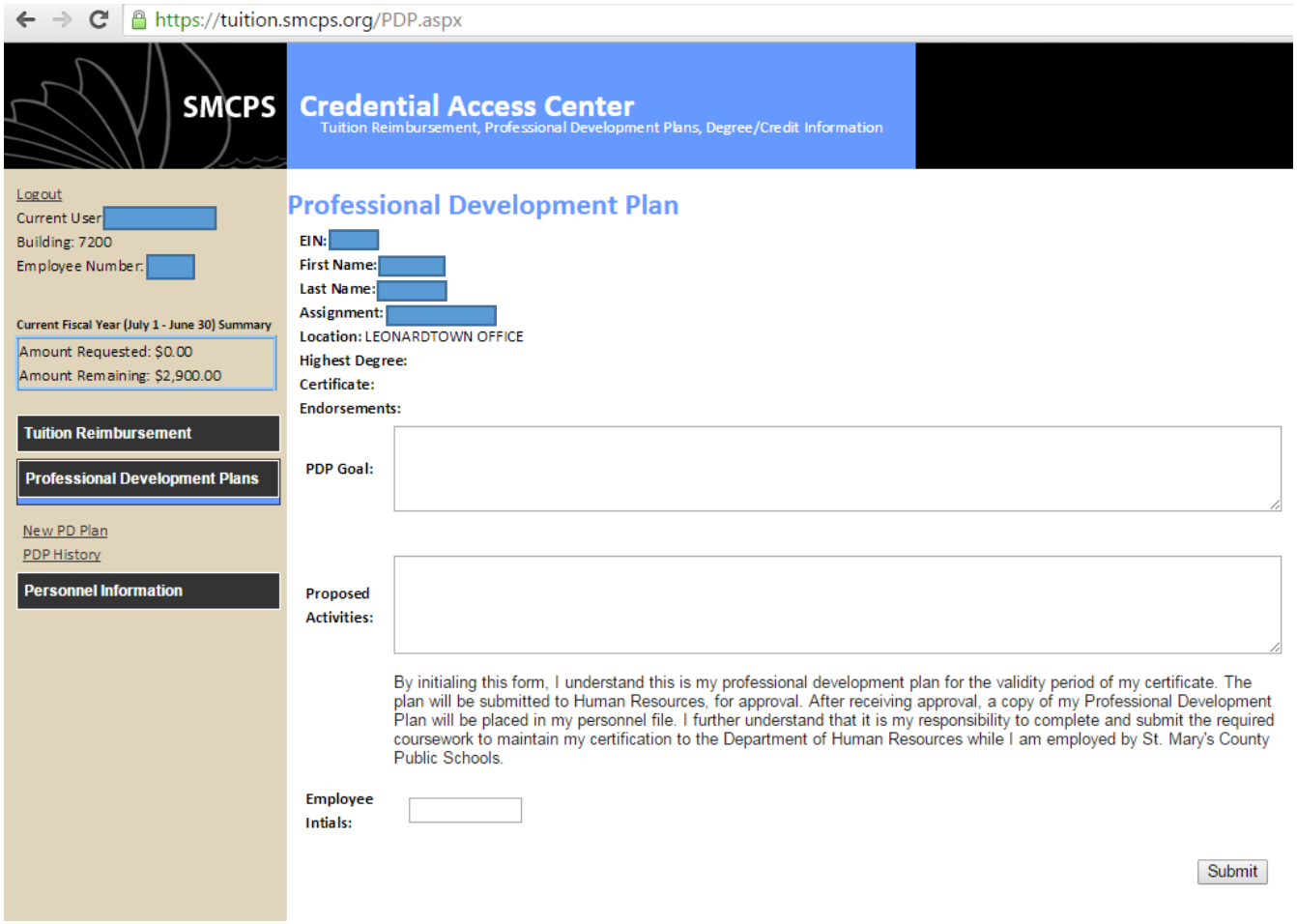


1.) Enter your user name – this will be the first part of your e-mail address
2.) Enter your password – this will be the password that is used for your network and e-mail log-in. The following page will appear



3.) Click on the “Professional Development Plans” section on the left side bar.

4.) The following page will appear



5.) Please complete the PDP Goal, Proposed Activities, and Employee Initials fields of the form.
6.) Click "Submit"
7.) Your Professional Development Plan will be reviewed by the Department of Human Resources. You will receive an e-mail notification after the plan has been evaluated.