



University of North Carolina Wilmington
Watson College of Education
PROFESSIONAL DEVELOPMENT SYSTEM

Directions for Accessing Collaborative Portal

The WCE Collaborative Portal will serve as the “go-to site” to retrieve all information, materials, and tools you will need to perform tasks efficiently and effectively relating to your PDS role as site coordinator. If you have any questions, please do not hesitate to contact our office.

WCE Collaborative Portal link:

https://itsappserv02.uncw.edu/wsed_Portal/login.aspx

Steps to access the WCE Collaborative Portal and Update Information:

- Enter your Login information (Use the “Forgot your password or user name” feature if you have misplaced this information. *Note:* You will need to enter your professional email to use this feature. Your email in your record in our WCE Database must match the email that you enter. If you receive a message indicating that it cannot find a match, please contact Jessica Rivenbark, rivenbarkj@uncw.edu
- Use the Update Profile tab on the Main Menu of the Welcome Screen to update your information.
 - Change Profile – name, address, contact information, professional vitae, classroom information (**Note:** Please review your previous entries to be sure that you entered your information correctly. On the Professional Vitae screen, select the level at which you **initially** (select one) received your teaching certificate. When done, click “Next” at the bottom of the screen. You must click on “Select” next to each school affiliation to navigate to the screen that will allow you to enter information about your classroom. Be sure to select the current term. As you progress down the list of questions, others may appear based on your previous response.
- When you are done, submit your profile, an email will automatically be generated to you confirming the completion of the application.

Steps to Access the WCE Collaborative Portal and List of Active Partnership Teachers:

- Follow the steps above to access the WCE Collaborative Portal
- At the Welcome Screen, click on the PDS Partners tab on the Main Menu
- Click on the School Planning tab and select “Display PDS Teachers at School”
- The screen will display list of PDS Teachers at your school
- Follow the instructions provided on the screen to inform us of any changes

Steps to Make Changes to Your Teacher List

In order for a teacher to begin the PDS Partnership Teacher Training to host an intern, we do require a recommendation from the principal and/or designated Site Coordinator. Site Coordinators should work directly with their principal to make recommendations based on the state-mandated requirements posted in the Portal and on the PDS website.

- Follow the steps above to access the WCE Collaborative Portal
- At the Welcome Screen, click on the PDS Partners tab on the Main Menu
- Click on the School Planning tab and select “Criteria for Identification of a Partnership Teacher”
- Click “Submit Teacher Names Interested in Hosting an Intern” to recommend a partnership teacher
- Click “Submit Teacher Names Interested in Hosting Field Experience Students” to recommend a field host

Steps to access Site Seminars Survey Form and Information:

- Follow the steps above to access the WCE Collaborative Portal
- Click PDS Partners on the Main Menu
- Click the Site Coordinator tab
- Click Site Seminars. If this is the first time you are accessing the electronic form, you will simply use the dropdown menus that appear to input the Semester, Organization, etc. If you have already added a site seminar, you will simply add to the spreadsheet that already appears by clicking the Add button.