

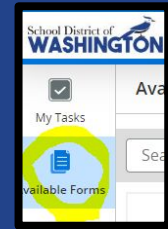
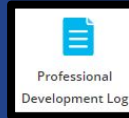
# Submit Professional Development Logs

- Download your completed PD log and name the file: Lastname2024pd  
ex: Moser2024pd  
**You DO NOT need to print and sign. All signatures will be completed virtually in TalentEd.**

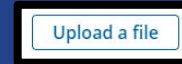
- Log-in to Talent-Ed Records. You can find the quick link on the SDOW website under the Staff tab.



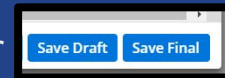
- Select **Available Forms** on the far left side of the screen. Then select **Professional Development Log** from the menu.



- Attach your PD log by selecting **Upload a file**.



- Select **Save Final** at the bottom right hand corner



- Provide your electronic signature and select **Submit**



Note: You will receive a verification email after you submit. If there is something that needs to be corrected, it will be returned to you.

You can view your submission in the Completed Task section:

