

IPDAE Activity History

Instructions for Accessing Event Activity History



Institute for the Professional Development of Adult Educators Supported by the Florida Department of Education

Overview

This document provides simple "Do-It-Yourself" instructions for how to access a user's event registration **Activity History** for a log report of events that have been registered for and/or attended.

This document considers that a user has an active and valid IPDAE Portal User Account. Users are required to access their online portal account to gain access to the activity history information.

Step 1:

Log-In to your IPDAE Portal Account by selecting **PORTAL LOGIN** and enter your account **E-MAIL** and **PASSWORD** and select "**Log-In**" as shown below.

ipdae 🧐 INSTITUTE FO	IR THE PROFESSIONAL NT OF ADULT EDUCATORS				PORTAL LOGIN
	RESOURCES ~	E-TRAININGS EVE	NT CALENDAR	FAQ ABOUT	CONTACT
Login					Home / Login
			PORTAL	LOGIN	
	Login to the IPDAF P	ortal			
		ortar			
	E-mail E	imail Address	2	\leftarrow	
	Password	assword	_	EMA	ALL ADDRESS
			Log in	D	ACOMORD
	Forgot your Password?	New User?		P/	ASSWORD
	No worries, Click to RESET your passy	word. If not already registere	ed, Register Now 🕼		

Step 2:

Now select **ACTIVITY HISTORY** from either location as shown below.



Step 3:

To view a log of events registered for and/or attended, enter an **EVENT DATE RANGE** as shown below. **NOTE: The event data is based on the LIVE event date. This means that the date when the event was held live must be within the START and END Date range.** After entering a date range, select "Go".

		EVENT D	ATE RANGE				
My Event	Registratior	History				Dashboard	
		\mathbf{k}				Manage Profile	
Event Date F	Range		Event Type			e-Trainings Catalog	
02/26	/2018	То	All 🗢	Go		Activity History	
						2 My Event Registration History	
Save as PDF				Search:		☑ My e-Trainings History	
						My Resources	
Event Date	Event	Description	Attended	Duration	Effective Date		
Event Date 02/23/2019	Event JR Test Event 1	Description JR Test Event 1 Short Descript	Attended	Duration 1 hr	02/19/2019	Community of Practice	
Event Date 02/23/2019 02/24/2019	Event JR Test Event 1 JR Test Event 3	Description JR Test Event 1 Short Descript JR Test Event 3 Short Descript	Attended tion	Duration 1 hr 1 hr	Effective Date 02/19/2019 02/19/2019	Community of Practice	

Step 4:

The results will appear as shown below and you can **SAVE** a PDF copy by selecting the "**Save as PDF**" button of the log report and email or print the file as needed.

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My Event	Registration	History				Dashboard	
	S/	AVE AS PDF				Manage Profile	
Event Date R	lange	Event	t Туре	_		e-Trainings Catalog	
02/26/	2018	To 🟥 All		≑ Go		Activity History	8
	K					My Event Registration Histor	y.
Save as PDF				Search:		If My e-Trainings History	
Event Date	Event	Description	Attended	Duration	Effective Date	My Resources	
02/23/2019	JR Test Event 1	JR Test Event 1 Short Description		1 hr	02/19/2019	Community of Practice	
02/24/2019	JR Test Event 3	JR Test Event 3 Short Description		1 hr	02/19/2019		
00/00/0040	IR Test Fuent 2	ID Test Event 2 Shed Description		1 hr	02/10/2010		



The IPDAE project is supported with funds provided through the Florida Department of Education and Division of Career Adult Education. **Institute for the Professional Development of Adult Educators** 3209 Virginia Avenue - Fort Pierce, FL 34981 Phone 772-462-7409 • E-mail info@floridaipdae.org