

# IPDAE ACTIVITY HISTORY

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## INSTRUCTIONS FOR ACCESSING EVENT ACTIVITY HISTORY



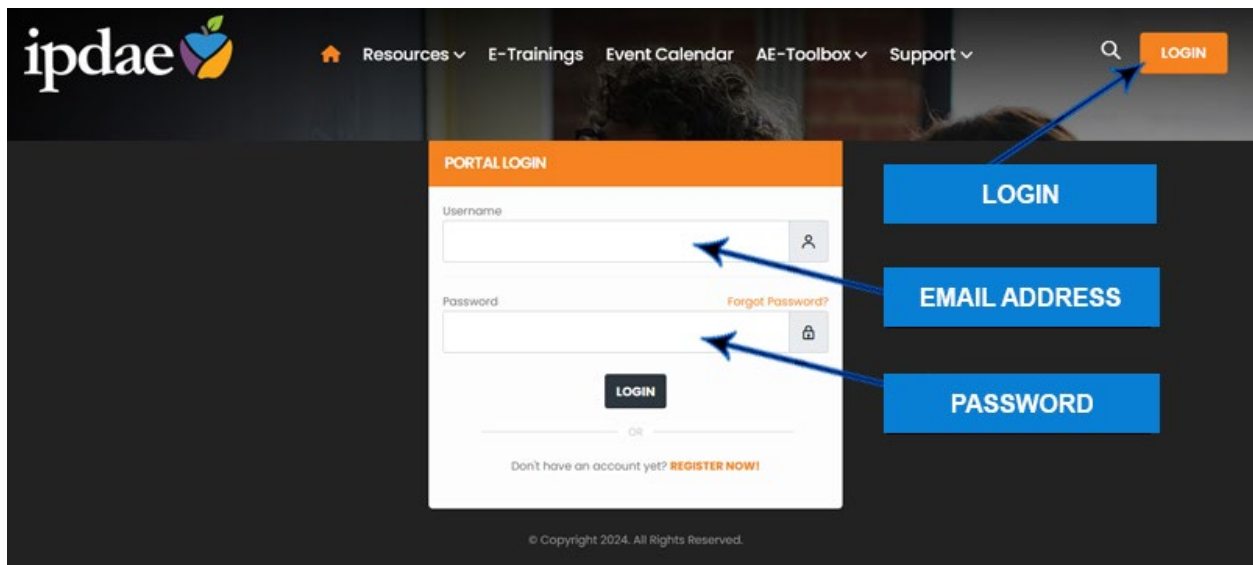
## Overview

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.

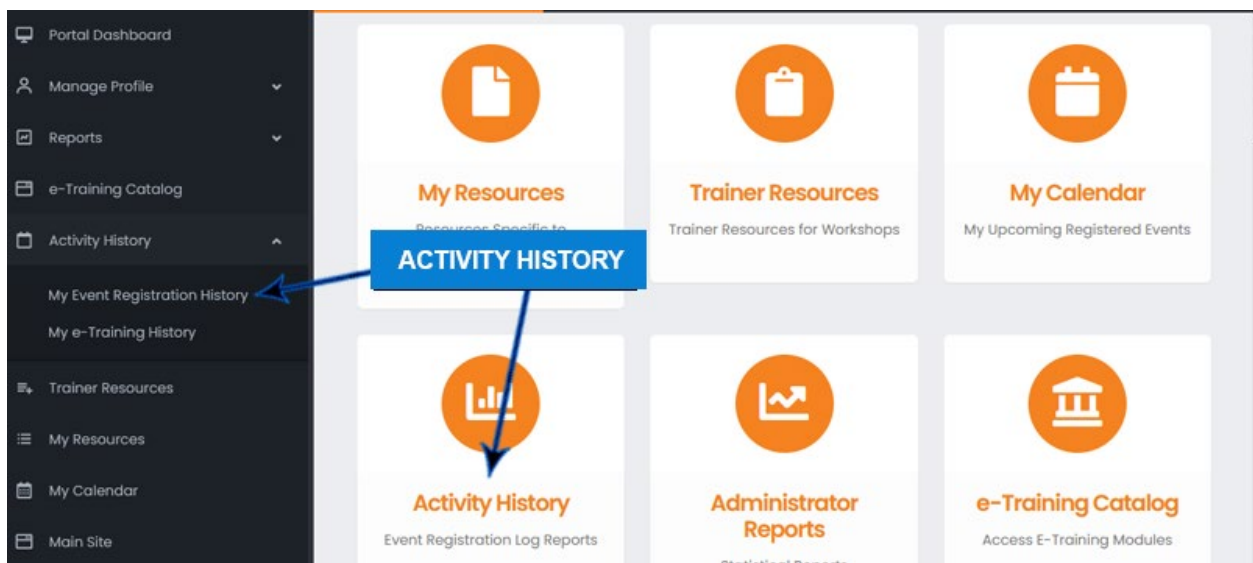
### Step 1:

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



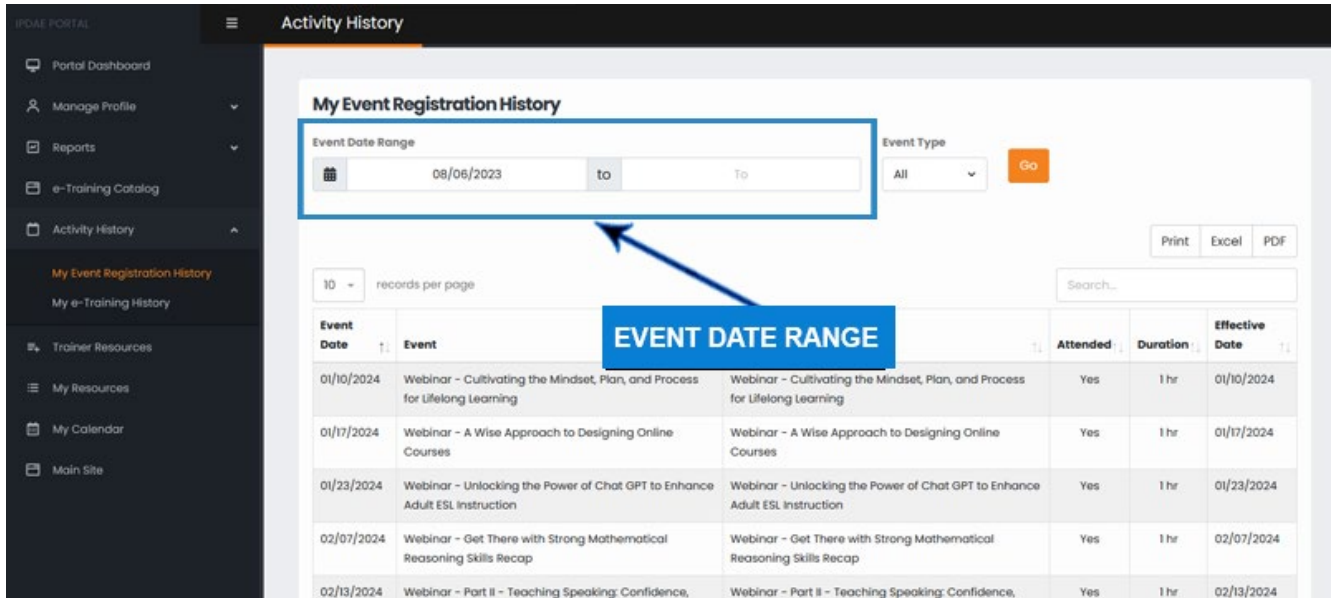
### Step 2:

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”.



**My Event Registration History**

Event Date Range: 08/06/2023 to To

Event Type: All

Go

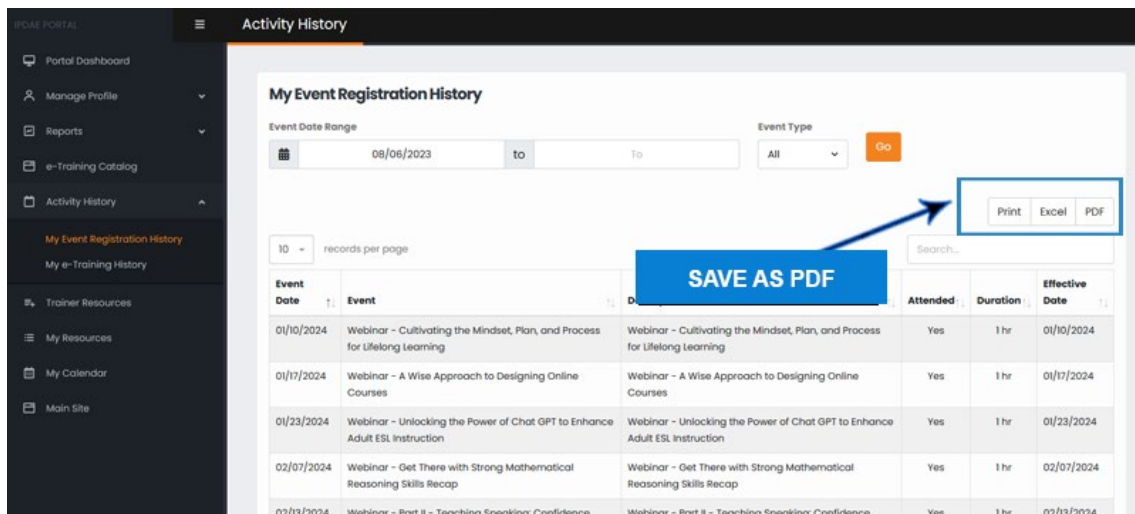
Print Excel PDF

10 records per page

Event Date	Event	Attended	Duration	Effective Date
01/10/2024	Webinar - Cultivating the Mindset, Plan, and Process for Lifelong Learning	Yes	1 hr	01/10/2024
01/17/2024	Webinar - A Wise Approach to Designing Online Courses	Yes	1 hr	01/17/2024
01/23/2024	Webinar - Unlocking the Power of Chat GPT to Enhance Adult ESL Instruction	Yes	1 hr	01/23/2024
02/07/2024	Webinar - Get There with Strong Mathematical Reasoning Skills Recap	Yes	1 hr	02/07/2024
02/13/2024	Webinar - Part II - Teaching Speaking: Confidence,	Yes	1 hr	02/13/2024

### 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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Event Date Range: 08/06/2023 to To

Event Type: All

Go

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