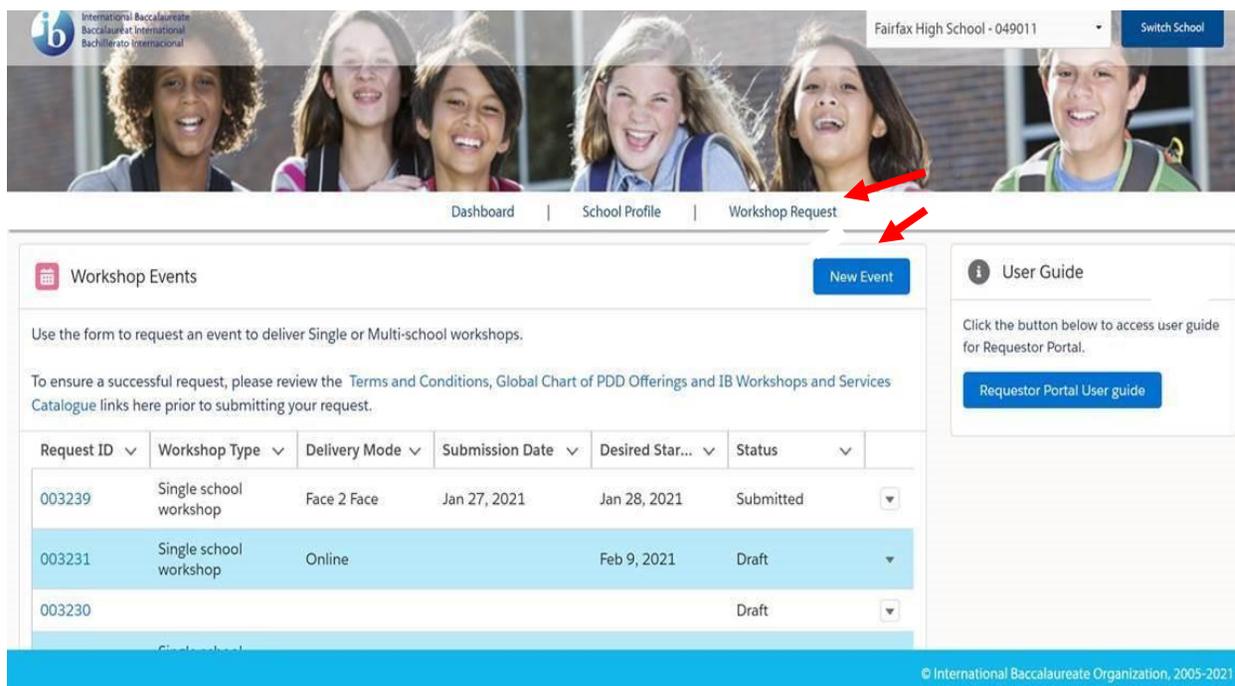


REQUESTOR PORTAL USER GUIDE

Step 1

On MyIB go to MySchool and select the Workshop Request tab. Then click on the **New Event** button to place a workshop request.



The screenshot shows the Requestor Portal interface for Fairfax High School - 049011. The top navigation bar includes 'Dashboard', 'School Profile', and 'Workshop Request'. The 'Workshop Request' tab is active, and a red arrow points to the 'New Event' button. Below the navigation bar, there is a 'Workshop Events' section with a 'New Event' button. To the right, there is a 'User Guide' section with a 'Requestor Portal User guide' button. The main content area contains instructions and a table of workshop requests.

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Global Chart of PDD Offerings](#) and [IB Workshops and Services Catalogue](#) links here prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Star...	Status
003239	Single school workshop	Face 2 Face	Jan 27, 2021	Jan 28, 2021	Submitted
003231	Single school workshop	Online		Feb 9, 2021	Draft
003230					Draft

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To ensure a successful request, please review the [Terms and Conditions](#), [Global Chart of PDD Offerings](#) and [IB Workshops and Services Catalogue](#) links here for our 2021 offerings prior to submitting your request.

Step 2

The Event Information tab should include information that applies to the entire event. Select the Event Type and the Delivery Mode from their respective dropdown menus and complete the rest of the required event information. The information icon (i) will provide additional information about each field. The asterisk (*) indicates required information. Once you have completed all required information, please click on **Save & Next**.

- Event Type (Single-school workshop or Multi-school workshop)
- Delivery Mode (Face to Face, Online, Virtual, Blended)

Workshop Request Form
003099
Status: Draft

Event Information | Desired Workshops | Event Venue | Upload Files | Summary

Event Information

* Event Type ⓘ
Single school workshop

* Delivery Mode ⓘ
Face 2 Face

* Total Number of anticipated participants ⓘ
20

* Desired Start Date ⓘ
Dec 26, 2020

* Desired End Date ⓘ
Dec 27, 2020

Alternate Start Date ⓘ

Alternate End Date ⓘ

Cancel Save Save & Next

Step 3

The Desired Workshops tab applies to the individual workshop(s) that you would like to request. Select the IB Programme(s), IB Category, IB Workshop Title, Language of Delivery and enter the number of participants. If you would like to add more than one workshop to the same event click the **Add** button. Select the appropriate information for the next workshop. Click **Save & Next**.

To delete a workshop, click on the trash icon under the Action header.

**** IB Workshop Title (titles only searchable in English)****

Workshop Request Form
003099
Status: Draft

Desired Workshops

Desired workshops during this event
Please review the IB Workshops and Services Catalogue.

* IB Programme(s) PYP

* IB Category Category 1

Search IB Workshop Title
Making the PYP happen in the early years: Implementing agency

* Number of Participants 20

* Language of Delivery English

Add

PD Topic	Category	Workshop Title	Language of D...	Participants	Status	Action
DP	Category 2	Theory of knowledge	English	20	Pending Approval	

Back Cancel Save Save & Next

Step 4

The Event Venue information includes the logistical information for the event. Please provide your address information even if the event is an Online or Virtual event. The address fields will auto-fill once the school venue is selected. Enter the Nearest Airport and Recommended Hotels, then click on **Save & Next**.

***Please provide your address information if the event is for face-to-face delivery.**

Workshop Request Form
003099 Status: Draft

Event Venue Upload Files Summary

Please provide information about the venue where this event will take place

Search School ***Select Address**

The Indian Public School, North Campus, Chennai X 1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur Chennai Tamil Nadu 600053

Venue not exist

***Event Location**
The Indian Public School, North Campus, Chennai

***Street**
1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur

***Event City** Chennai ***State/Province/Region** Tamil Nadu

***Postal/Zip Code** 600053 ***Event Country** INDIA

***Nearest Airport** Chennai

***Recommended Hotels** N.A.

Back Cancel Save Save & Next

Step 5

Enter comments and upload files, where necessary. Click on **Save & Next**

Workshop Request Form
003099

Status: Draft

Additional Information

Additional comments

We prefer our RWSL Mr Jonathan ABC

Upload Files

Development in Progress...

Do you need the IB to sign contracts, complete vendor forms, or provide a Certificate of Liability Insurance in order to make payment on the professional development services that will be provided for your schools and/or district?

Yes

No

I need to find out

Back

Cancel Save Save & Next

Step 6

Review the summary of the workshop request and if everything is correct, **select the Certify box** and then click the **Submit** button.

If you need to make modifications to the information provided, click the **Back** button to go to the previous screen and edit accordingly. Once you are done modifying, click on **Save & Next** until you reach the **Summary** section, once you are here, click **Submit** to complete the request.



Event Information

*Event Type ①
Single school workshop

*Delivery Mode ①
Face 2 Face

*Total Number of anticipated participants ①
20

*Desired Start Date ①
12/26/2020

*Desired End Date ①
12/27/2020

Alternate Start Date ①

Alternate End Date ①

Desired workshops during this event

PD Topic	Category	Workshop Title	Language of Delivery	Participants	Status
PYP	Category 1	Making the PYP happen in the early years: Implementing agency	English	20	Pending Approval

Event Venue

Event Location
The Indian Public School, North Campus, Chennai

Street
1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur

Event City
Chennai

State/Province/Region
Tamil Nadu

Postal/Zip Code
600053

Event Country
INDIA

Nearest Airport
Chennai

Recommended Hotels
N.A.

Additional Information

Additional comments

Upload Files

Development in Progress...

Do you need the IB to sign contracts, complete vendor forms, or provide a Certificate of Liability Insurance in order to make payment on the professional development services that will be provided for your schools and/or district?

Certify and Submit

I have read the guidelines and consent to the [Terms and Conditions](#).

Back

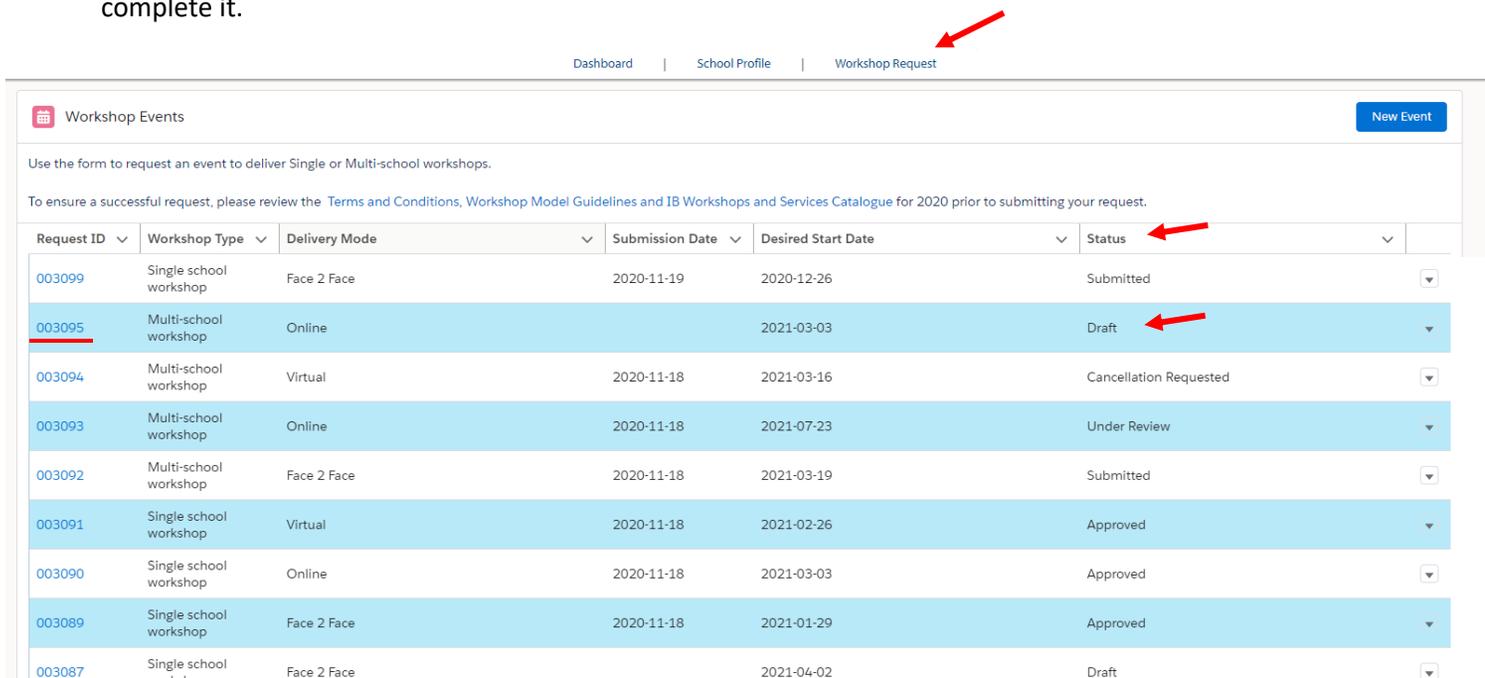
Submit

Workshop Request Homepage

The Homepage provides you with a space to review all events that you have requested, their status, and take any additional action on these events.

Event Status

- **Draft Status:** Workshop request in Draft status can still be edited. Click on the workshop **Request ID** to continue editing the request and then Submit to complete it.



Dashboard | School Profile | Workshop Request

Workshop Events New Event

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003099	Single school workshop	Face 2 Face	2020-11-19	2020-12-26	Submitted
003095	Multi-school workshop	Online		2021-03-03	Draft
003094	Multi-school workshop	Virtual	2020-11-18	2021-03-16	Cancellation Requested
003093	Multi-school workshop	Online	2020-11-18	2021-07-23	Under Review
003092	Multi-school workshop	Face 2 Face	2020-11-18	2021-03-19	Submitted
003091	Single school workshop	Virtual	2020-11-18	2021-02-26	Approved
003090	Single school workshop	Online	2020-11-18	2021-03-03	Approved
003089	Single school workshop	Face 2 Face	2020-11-18	2021-01-29	Approved
003087	Single school workshop	Face 2 Face		2021-04-02	Draft

- **Submitted Status:** Once an event has been submitted, you can no longer make edits to the event.
- **Under Review Status:** This status indicates that the event request is under review by the IB PDD team. You may receive additional questions related to your request.
- **Approved Status:** Once your event has been submitted and has met the requirements the status of your event will be updated to Approved. You will be able to review the workshop request details submitted post approval. Click on the workshop **Request ID to access the Workshop Request Form** with the approved details. ****Please note, Approval may not mean that all of the workshops you requested were approved, the event was approved. Please review the event details to confirm which workshops were approved.**



Workshop Request Form
003066

Status: **Approved**



Submission Date: 11/16/2020

Event Information

* Event Type i

Single school workshop

* Delivery Mode i

Face 2 Face

* Total Number of anticipated participants i

20

* Desired Start Date i

2/17/2021

* Desired End Date i

2/18/2021

Alternate Start Date i

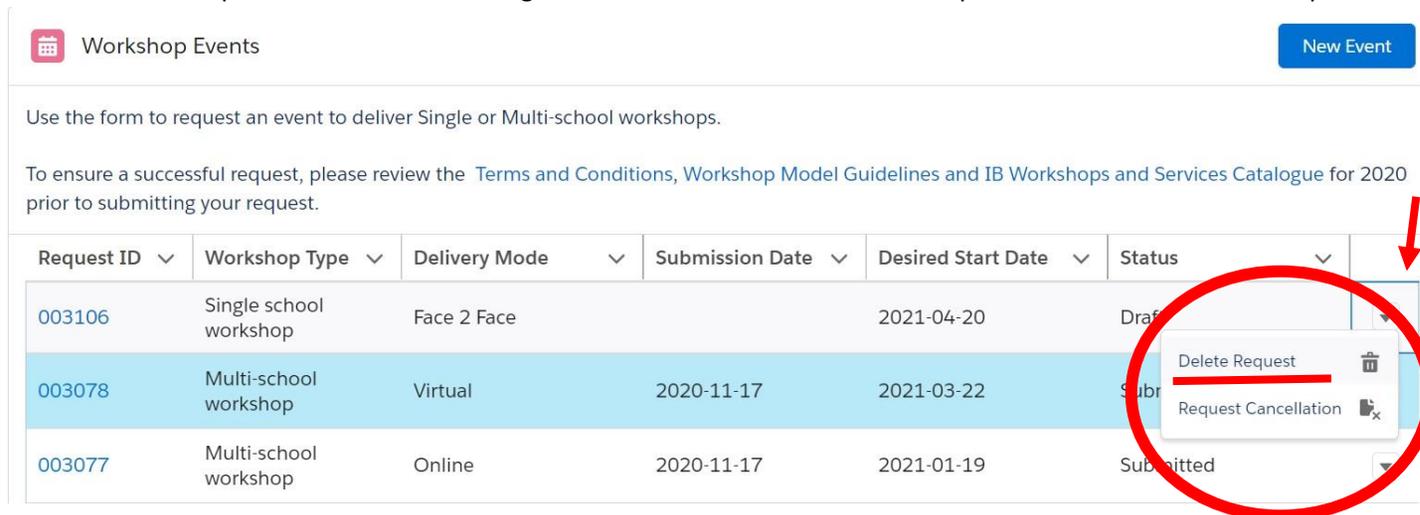
Alternate End Date i

Desired workshops during this event

PD Topic ▼	Category ▼	Workshop Title ▼	Language of Delivery ▼	Participants ▼	Status ▼
PYP	Category 1	Making the PYP happen: Implementing agency	English	20	Approved

Taking Action on An Event

- **Deleting an Event in Draft Status:** Workshop request in Draft status can be deleted. To perform this task, go to the Workshop Request tab in My School and select the dropdown arrow at the far right of the event and select delete request and then Submit to complete this action.



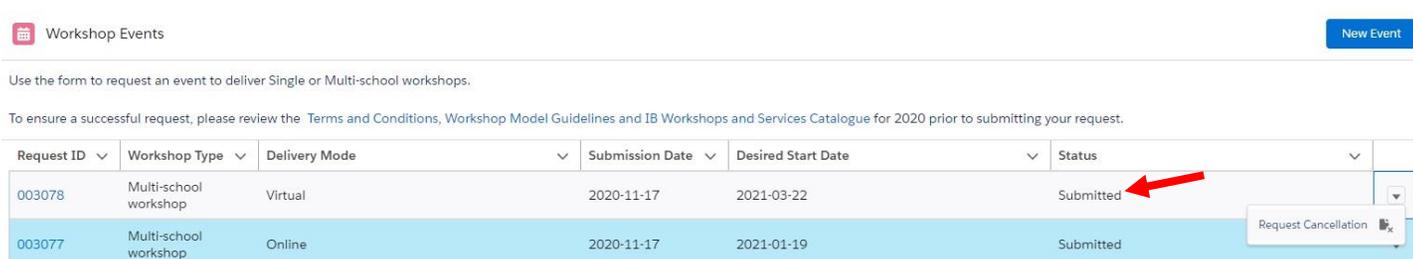
Workshop Events New Event

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003106	Single school workshop	Face 2 Face		2021-04-20	Draft
003078	Multi-school workshop	Virtual	2020-11-17	2021-03-22	Submitted
003077	Multi-school workshop	Online	2020-11-17	2021-01-19	Submitted

- **Request for Cancellation:** You can request to cancel your event at any time. Please note the Cancellation Policy to determine if there will be a cost to this cancellation. Click the dropdown button of the corresponding workshop request and click the Request Cancellation button



Workshop Events New Event

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003078	Multi-school workshop	Virtual	2020-11-17	2021-03-22	Submitted
003077	Multi-school workshop	Online	2020-11-17	2021-01-19	Submitted

