RIVERVIEW SCHOOL DISTRICT
Setting Up Your ProDev Account
<u>Instructions for New Users</u>

If you have never used the HRM+ System before (e.g. you've never applied for a Riverview job using our online system)…

- Go to https://riverviewprodev.hrmplus.net/Home.aspx
- Click Create Account under NEW USERS.
- On the first page you'll enter general information needed to create your account, e.g. email, password, etc. Fields in red are required. We recommend that you use your Riverview email address.
- Click the Register button at the bottom left of the page.
- The next page opens up to the My Records page.
- Complete all of the information in the boxes with red titles. These are required.
  - Select your Position Category.
  - Select your Position.
  - Riverview School District should be selected as your District/Organization. If not, select it.
  - Select your Location/Building. If you have more than one location, select your primary location.
- Do not check the box at the bottom left to Register as Instructor, unless you've been asked to do so.
- Click NEXT at the bottom right of the screen.
- Click the ADD ADDRESS button. Enter the info in the boxes with a red asterisk (*). Check the box if this is your primary address.
- Click the Save button. You'll still be on the same page.
- Click the ADD PHONE button.
- Select Phone Number Type. Enter your phone number.
- Click the Save button. You'll still be on the same page.
- Click NEXT at the at the bottom right of the screen.
- Click the Activate Account button.
- You should receive a confirmation email.
- Your account should now be ready for you to log in and register for courses.
- After registering for a course, you should receive a confirmation email. (Be sure to check your Junk email folder.) If you don't receive the email, this could mean that you're not registered for the course. Contact Robin Nordquist for assistance.

Questions?
Contact Robin Nordquist at nordquistr@riverview.wednet.edu or 425-844-4522