



# Registering Officer

## Professional Learning Information System (PLIS)

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### Calendar

The PLIS **Calendar** interface is where Department of Education staff and public users can:

- search and register to attend professional learning events;
- cancel an event registration;
- submit an expression of interest (EOI) for an event; and
- save their favourite events.

### Calendar access points:

- via the PLIS Global Calendar;
- via an Organisation Landing Page; or
- via an Event link.

**PLIS Global Calendar:** consists of all the Department's non-exclusive events, i.e., <https://plis.det.wa.edu.au>

**Organisational Landing Page:** each Department branch or school has its own calendar for the exclusive promotion of its events (not all Department events are advertised on these calendars) e.g., Asset Planning Services branch calendar: <https://plis.education.wa.edu.au/?org=829>

**Event Link:** the event organiser may advertise or Email an event link for the purpose of directing potential registrants to a specific event (no event search needed), e.g., <https://plis.det.wa.edu.au/?EventID=21769>

### Calendar search tips:

You can search for professional learning based on a keyword, a phrase, an audience type, or a date range. The Advanced Search option (located on the upper right-hand side of the screen) can further refine your search for events.

The Calendar home screen automatically promotes events that are:

- new;
- near your location; or
- have limited registration places left.

## Registration Cart

The PLIS Registration Cart includes the following features that allow the incurring officer to:

- add (one or more) registrants to the cart;
- inform access and dietary requirements;
- remove registrant/s from the registration cart;
- select the sessions, review the selection and then make changes if necessary;
- pay the event registration fee (should there be a fee) via the Secure Payment Gateway - *there is an option to include a Finance Officer on the invoice*; and
- confirm the registration.

### How to process a registration on behalf of a colleague

<b>Step 1:</b>	PLIS Calendar: <a href="https://plis.education.wa.edu.au">https://plis.education.wa.edu.au</a>
<b>Step 2:</b>	Log in with your <b>E-Number</b> and password
<b>Step 3:</b>	Perform a Calendar search to find an event for the professional learning required, e.g., <i>Cleaner Refresh Workshop</i>
<b>Step 4:</b>	Click the <b>Register</b> button next to the event that you want to register your colleague for
<b>Step 5:</b>	Click the <b>Add Registrant</b> button
<b>Step 6:</b>	Enter your colleague's E-Number and click the <b>Find</b> button
<b>Step 7:</b>	Click the <b>Register</b> button next to your colleague's name
<b>Step 8:</b>	Close the <b>Save</b> button to proceed if the Personal Details pop-up box appears
<b>Step 9:</b>	Click the <b>Remove Registrant</b> button (to remove yourself from the registration) and click the <b>OK</b> button
<b>Step 10:</b>	Click the <b>Select Sessions</b> and then the <b>Next</b> button
<b>Step 11:</b>	Click the <b>Confirm</b> button to complete the registration. The browser can now be closed.

### How to continue with a registration (finalise an incomplete registration)

<b>Step 1:</b>	PLIS Calendar: <a href="https://plis.education.wa.edu.au">https://plis.education.wa.edu.au</a>
<b>Step 2:</b>	Log in with your E-Number and password
<b>Step 3:</b>	Click the <b>My events</b> link (located in the upper right hand-side of the screen)
<b>Step 4:</b>	Find the event within the <b>Managing registrations</b> tab. The event registration will have an <i>incomplete</i> cart status.
<b>Step 5:</b>	Click the <b>Update</b> button (located on the right hand-side).

<b>Step 6:</b>	To add another registrant, click the <b>Add Registrant</b> button. To proceed with the current registration/s, click the <b>Select Sessions</b> button.
<b>Step 7:</b>	Click the <b>Next</b> button
<b>Step 8:</b>	Click the <b>Confirm</b> button and then the <b>OK</b> button
<b>Step 9:</b>	Close the browser window.
<b>NB:</b>	Incomplete registrations can also be continued from the event search page. Click the <b>Continue Register</b> button



### Updating contact details

Registration for PLIS events cannot be completed if the staff profile does not include accurate work contact information. Until the contact information is updated, registrations for the event will remain pending (as incomplete registrations). Following the update of the contact information, registration can [proceed](#).

Incurring Officers are unable to update contact information in PLIS when processing event registration on behalf of a colleague (as indicated in the screenshot below). The work contact details will need to update via the [HRMIS](#) Manager Self Service.

## How to update contact details

Incurring Officers (for example a Manager Corporate Service) completing a registration on behalf of a colleague).

**Step 1:** The work contact details (of a colleague) will need to be updated via the [HRMIS Manager Self Service](#).

**Step 2:** Please allow 24 hours to pass before resuming the incomplete registration.

## My Events self-service:

The **My Events** feature available on the PLIS Calendar is the self-service area allowing Department staff and public users to view and manage their professional learning, including:


- registrations and documentation;
- updates to registrant details;
- updates to dietary and access requirements;
- updates to incomplete registrations (confirm your registration);
- cancellation of a registration;
- reprinting of E-Tickets and/or tax invoices;
- view and print event details;
- cancellation of an EOI; and
- a summary of PLIS event profile (current, historic, and saved event information).

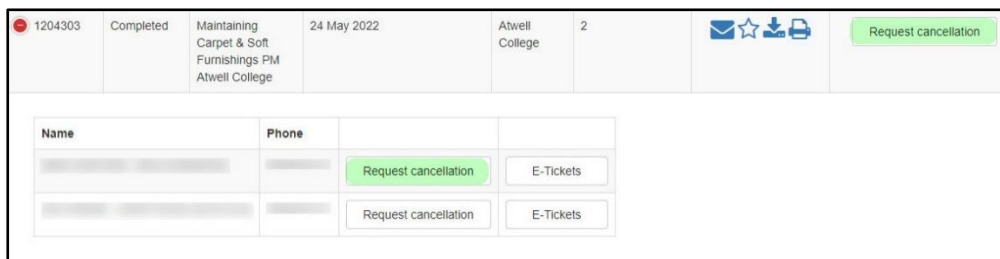
## How to view and manage registrations via My Events





**Step 1:** Log in to the PLIS Calendar: <https://plis.education.wa.edu.au>

**Step 2:** Click the **My Events** link (located in the upper right-hand side of the screen)

**Step 3:** Locate the event registration/s that you wish to view or update

**Step 4:** Click the expand icon  to view the entire registration details. All event registrations can be cancelled at once or individual cancellations can be requested.



1204303	Completed	Maintaining Carpet & Soft Furnishings PM Atwell College	24 May 2022	Atwell College	2	   	<a href="#">Request cancellation</a>
Name	Phone						
						<a href="#">Request cancellation</a>	<a href="#">E-Tickets</a>
						<a href="#">Request cancellation</a>	<a href="#">E-Tickets</a>