

HOW TO ACCESS PROFESSIONAL DEVELOPMENT THROUGH myHANCOCK:

Login to MyHancock : User Name and Password

Click on the Employee Resources tab

If you are prompted for a login on the website, enter the following:

Login: Hancockcollege\username

Password: your myHancock password

At the far right, click on Professional Development

Then click on the Professional Development Tab

Select one of the options ie: Browse Courses

Click the Search box

Select the course you want to enroll in and click the Register box in the lower right corner

Locating and logging in to the professional development

website: <https://www.youtube.com/watch?v=Xa4NjYq5x6I>

Browsing and registering for courses: <https://www.youtube.com/watch?v=SD6NdIV6ASA>

Viewing and dropping courses: <https://www.youtube.com/watch?v=9p0wSAbxbL0>