You need a PD Plan to use the PD Activity Request function in X2-Aspen.
Think of the PD Plan as the folder that contains your PD activity records. Setting up your PD plan is quick and easy, just follow these easy steps.

1. Check your license information in X2-Aspen, because you will need your DESE License Code when you create the plan. Using the Change View menu at the upper right corner of the screen, select Staff. In Staff View, select top tab My Info, side tab Licenses, and your current licenses will appear. (If you do not currently have a DESE license, skip to Step 3.)

2. Choose the license that you want to connect to your PD Plan. This should be the license you are currently working under. For that license, make a note of the DESE Code.

DESE Code ___________________
3. Select the **PD Plans** left tab. If you do not have a current PD Plan, the display will be blank. (If you have a PD Plan, you can now proceed directly to the PD Activity Request.)

4. If you do not have a PD Plan, go to **Options** and Select **Add**.
5. A New PD Plan screen will appear. Enter your DESE License Code in the **DESE License Code** box. Your remaining licensure information will populate the screen. (If you are not currently licensed, skip this step.)

![Image of PD Plan screen](image1)

6. Enter the **Renewal Date**, which will be the Expiration Date of your license. If there is no Expiration Date, you do not have professional status for your license. If your license has Initial status, the Renewal Date is five years after you began using this license. If you don’t have Professional or Initial status, enter the last day of the current school year (6/30) and the year.

![Image of PD Plan screen with Renewal Date](image2)

7. Click **Save**. Congratulations! You now have a PD Plan, and you can now make a PD Activity Request.

![Image of PD Plan screen with saved plan](image3)