PROFESSIONAL DEVELOPMENT PORTAL
My Bookshelf Frequently Asked Questions (FAQs)

1. **Do I have to login to the INCOSE website to access the PDP's My Bookshelf capability?** –
    ANSWER: Yes, only INCOSE Members that are logged into the incose.org website will be able to store and review learning resource results cards in their My Bookshelf.

2. **Where are the items on the PDP User's My Bookshelf stored?** –
    ANSWER: All the information from the user's My Bookshelf is stored in the individual member's user profile in the INCOSE Member's database. The My Bookshelf capability is not available to non-members.

    The My Bookshelf page stores learning resource results cards that the user has not finished reviewing. The user can add notes to these results cards (e.g., page 25 is important, review again chapter 3, etc.). In the future, there will be a capability to select the applicable completed learning resources and send to the INCOSE Certification pages as Professional Development Units (PDUs).

3. **How can I take notes on a learning resource in my Bookshelf?** –
    ANSWER: The Learning Resource Results Card must be saved on your My Bookshelf page. While browsing the PDP Content Catalog, on the right side of the Learn More page is a piece of paper with a pencil icon. Click that to add notes to the material (e.g., page 25 is important, review again chapter 3, etc.) and then click the respective "Save" button. Every time that learning resource is reviewed, the notes will be there until they are deleted, or you remove the learning resource results card from your Bookshelf.

4. **If you have time to browse the PDP Content Catalog, but not review the learning resources, what can you do?** –
    ANSWER: You can browse the PDP Content Catalog filtering for the learning resources you need using the PDP Taxonomy. When the learning resource results card(s) are available, click the "Add to Bookshelf" button for the learning resources you want to review later.

When you return later, go to your My Bookshelf page and only your learning resources you added to your Bookshelf page will be displayed. You can then review the learning resources.

5. **What can you do when you have completed reviewing the learning resource results card on the My Bookshelf page?** –
ANSWER: After you have reviewed your learning resource results card, you can click the "Remove from Bookshelf" button and it will be removed from your My Bookshelf and any notes you took on that results card gone. In the future, there will be a capability to select the applicable completed learning resources and send to the INCOSE Certification pages as Professional Development Units (PDUs).