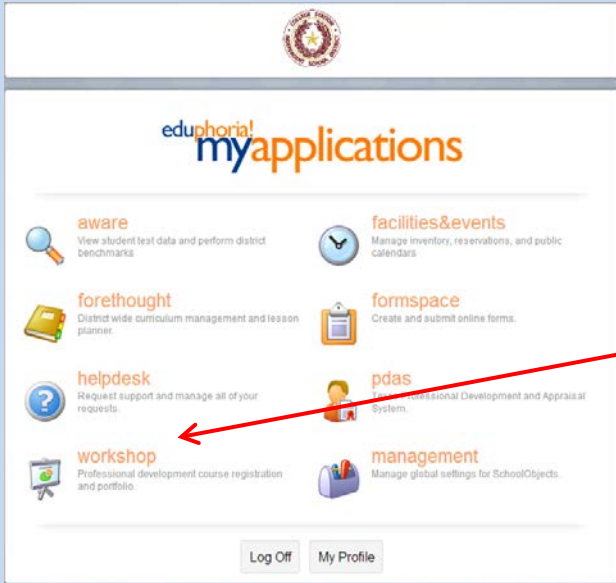


HOW TO REQUEST CREDITS in EDUPHORIA

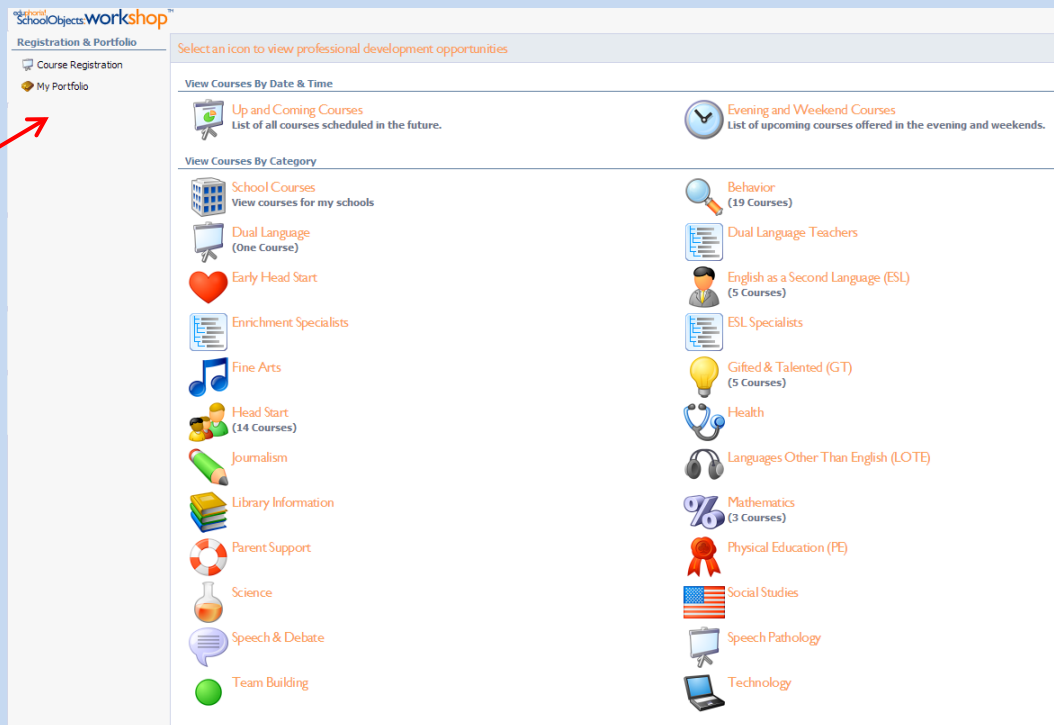
Note: all outside professional development does not have to be submitted to Eduphoria. However, if you need to record Comp Time or would like to store your outside professional development information in the CSISD Eduphoria system to keep professional development credits in on place, this tutorial is for you.

First, log in to Eduphoria using the same log in and password you use to log in to any district computer.



Next, click on the **Workshop** Icon:

Then, click "**My Portfolio**"



You will then go to the bottom of the screen and click “Add New Portfolio Entry”



The screenshot shows the 'School Objects Workshop' interface. On the left, there is a navigation menu with 'Registration & Portfolio' selected, containing 'Course Registration' and 'My Portfolio'. The main area is titled 'My Portfolio' and shows a 'Portfolio Summary' for Kelly Kovacs from June 2011 to January 2014. Below this, there are sections for 'Certifications', 'Portfolio Summary for Kelly Kovacs', 'Total credits earned to date', 'Portfolio Entries from July 2013 to June 2014', 'Credit Items', 'Professional Development Events', 'Portfolio Entries from July 2012 to June 2013', 'Portfolio Entries from July 2011 to June 2012', and 'Portfolio Entries from July 2010 to June 2011'. At the bottom left, under 'Portfolio Options', there are two buttons: 'Add New Portfolio Entry' and 'Add New Certification'. A red arrow points from the text above to the 'Add New Portfolio Entry' button.

Let the Wizard then guide you through the process, by clicking on:

Outside Workshop or Conference (then click “next” in the lower right)

Enter the **Title** of your conference and any description you might want/need to add (then click “next”)

Enter the **start date and time** for the conference (then click “next”)

Enter the **end date and time** for the conference (then click “next”)

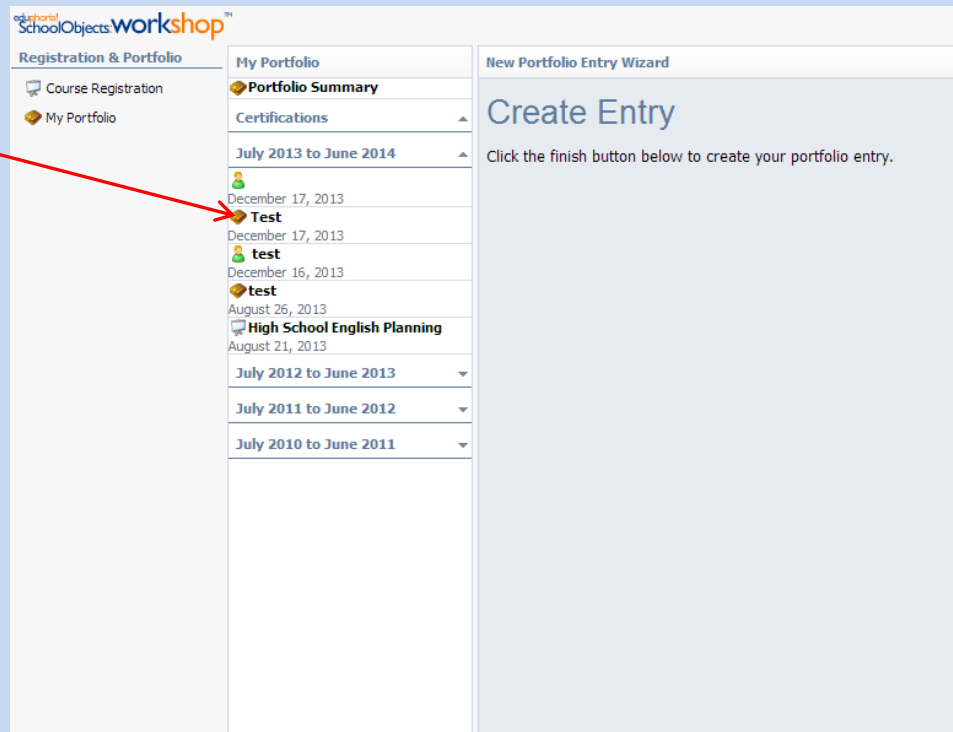
Click that you want **District Credit** (if that is what you are asking for such as GT, Comp Time, or just Professional Development Credit) (then click “next”)

Mark the **number of hours for each area** (Example: 6 hours of Comp Time and 6 hours of Professional Development) (then click “next”)

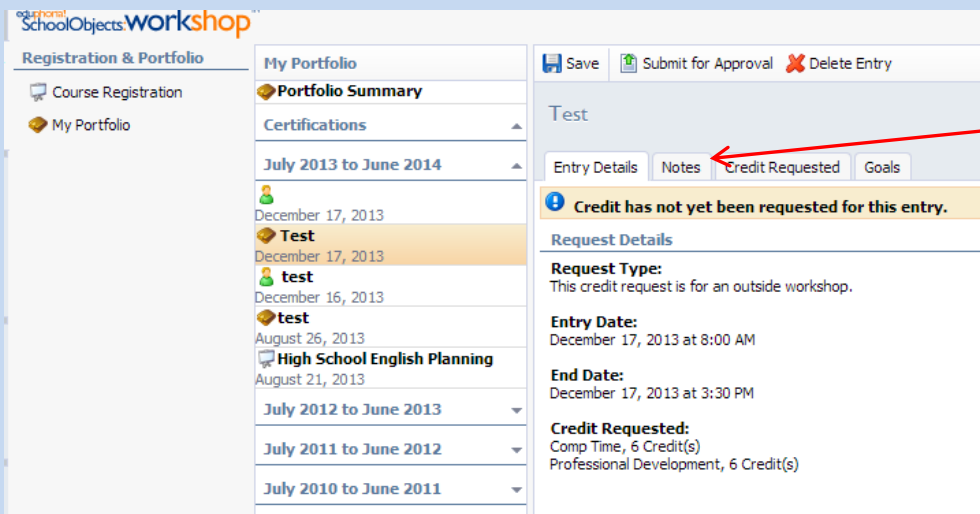
If you want/need to, mark the **District Goals** aligned to your training (then click “next”)

Then mark that you want to submit the request “**At a Later Time, after I Modify the Entry**”. Then click “**Finish**” **BUT YOU AREN'T FINISHED!**

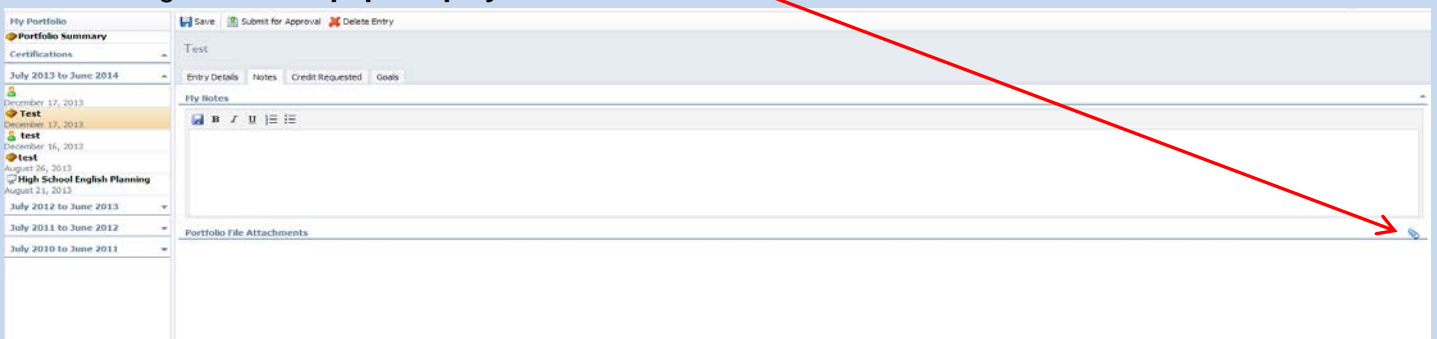
Now, click on your new entry on the screen:



Then click on the "notes" tab:



On the far right is a little paperclip symbol. Click on it:



Now attach an electronic copy of your certificate showing your hours. If you haven't done this before, most of the district copiers will allow you to scan and email electronic copies to yourself.

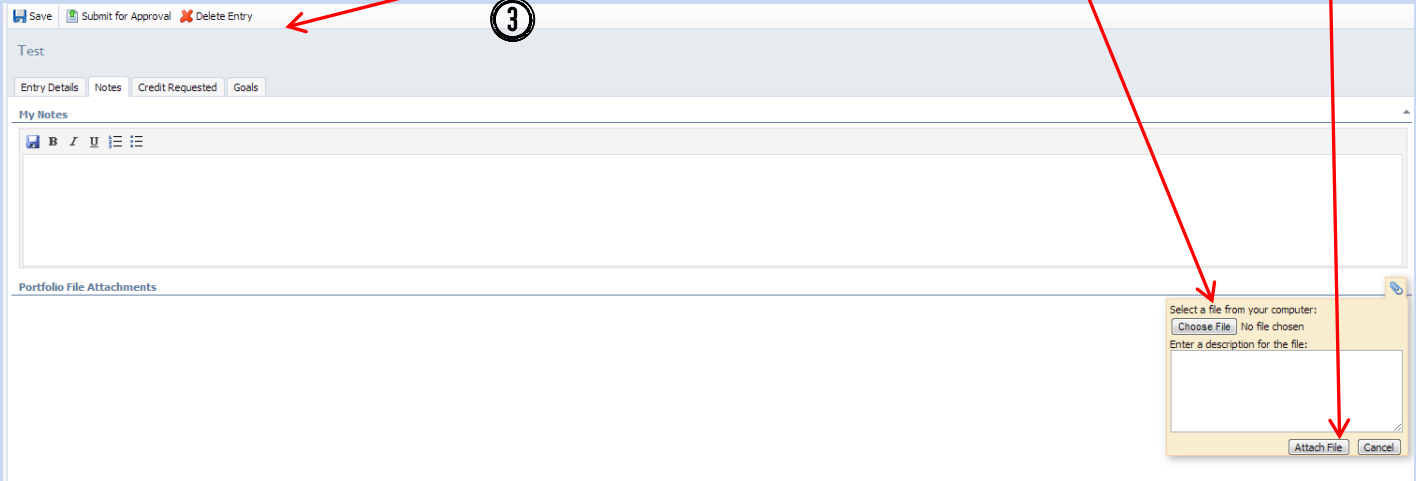
Once you have **chosen your file** and clicked **“attach file”** you can hit

①

②

“Submit for Approval” and “Save”

③



If you are in a hurry for approval, email kkovacs@csisd.org once you have completed these steps!