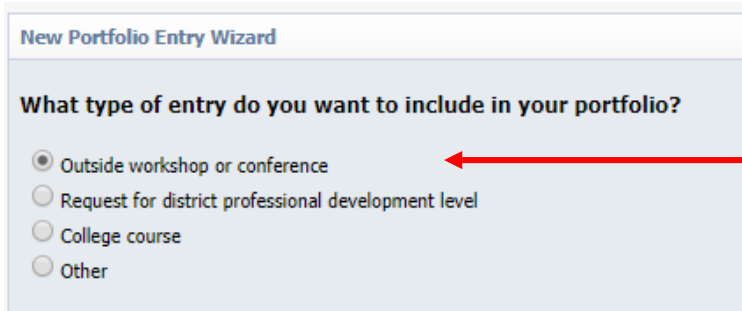
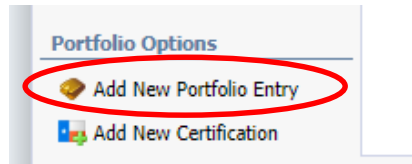


## Submitting Professional Development Hours to Eduphoria

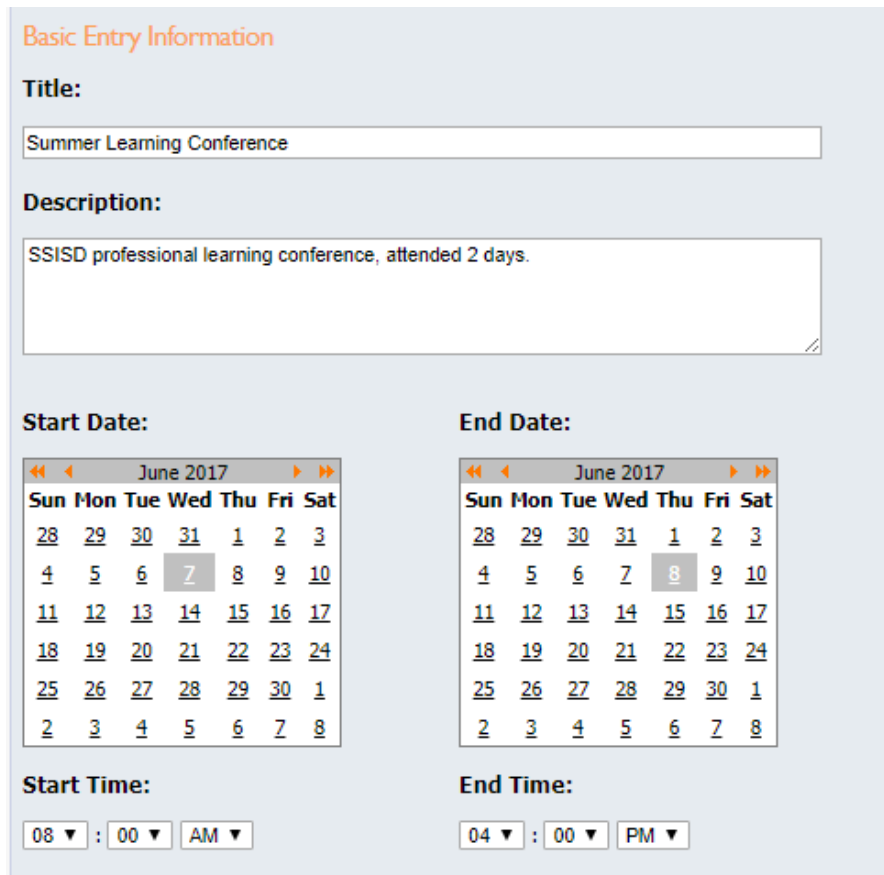
From the Workshop tab, select Add New Portfolio Entry at the bottom left of the screen.



A screenshot of the 'New Portfolio Entry Wizard' form. The title is 'New Portfolio Entry Wizard'. Below the title is the question 'What type of entry do you want to include in your portfolio?'. There are four radio button options: 'Outside workshop or conference' (selected), 'Request for district professional development level', 'College course', and 'Other'. A red arrow points from the right side of the page to the 'Outside workshop or conference' option.

The New Portfolio Entry Wizard will open and ask what type of entry you want to include. Select outside workshop or conference and then click Next at the bottom right side of the screen.

Enter the basic information about the workshop or conference that you attended.



A screenshot of the 'Basic Entry Information' form. The title is 'Basic Entry Information'. There are four sections: 'Title:' with a text box containing 'Summer Learning Conference'; 'Description:' with a text box containing 'SSISD professional learning conference, attended 2 days.'; 'Start Date:' with a calendar for June 2017 showing the 7th selected; 'End Date:' with a calendar for June 2017 showing the 8th selected; 'Start Time:' with dropdown menus for '08', ': 00', and 'AM'; and 'End Time:' with dropdown menus for '04', ': 00', and 'PM'.

Select the number of hours and type of credit you are requesting. You may request for the total number of hours to count in more than one category. For example, 12 hours of credit can count for both district exchange time and SBEC CPEs for license renewal.

**Credit Types**

**Value of district credit requested:**

Assessment and Accountability	0
Continuing Professional Education (CPE)	0
Differentiated Instruction	0
Emergency Preparedness	0
Exchange Time Credit	12
Gifted & Talented Certification	0
Gifted & Talented Update	6
Instructional Technology Credit	0
Secondary Mathematics Teacher Support Grant	0
TCLEOSE	0
Tool Time	0
Texas SBEC CPE	12

**Comments about the credit request:**

Any comments or clarification about the credit being requested can be submitted here. |

Upload a scanned copy of or picture of your certificate or other acceptable proof of attendance.

**Upload Attachments**

Choose File No file chosen

**Description:**

Official list of sessions attended, with conference codes, on June 7 - 8 at Summer Learning Conference.

Once you have uploaded your certificate, you must select Submit for Approval for the portfolio entry to officially be submitted.

Save Submit for Approval Delete Entry

Summer Learning Conference  
SSISD professional learning conference, attended 2 days.

Entry Details Notes and Attachments Credit Requested

**Credit has not yet been requested for this entry.**

**Request Details**

**Request Title:**  
Summer Learning Conference

**Request Description:**  
SSISD professional learning conference, attended 2 days.