To view a current snapshot of your Credit Record with MMSD:

1. Double Click the GUI400 Icon (Space Shuttle) in your Novell Delivered Applications Folder. (If you have never logged into GUI before, your first time log in will be your B#, including the "B," and your password will be your birth date in the following format: xmmddyyX, including the "X." If you have ever logged into GUI for any other reason, your log in information will be whatever you may have changed your log in to).
2. If given the option, select "Staff Credit Record"
3. Select "View Records"

Your Credit Record is an "At a Glance" view of your credit totals, and which credits the district has recorded for you. This information can be used to understand the number of credits needed for salary advancement in both Track and Level.

At the top of your Credit Record you will find basic information including your Name, the date of your last degree and what type of degree was earned, your start date, current Track and Level, and Credit Totals. In the white space, you will find your current Credit Record with the district. This includes all Academic (University) and Non-Academic (In-District and Out of District PAC) Credits.

When viewing your Credit Record, please keep in mind:

• If you have questions about any information you see on the Credit Record, please use the hover function to read a more detailed explanation.
• Credits are listed in chronological order of completion, with the most current being at the top of the list.
• The Completion Date is the approximate date of completion based on the information in the transcript submitted for credit. This date is not the same as the date the credits are recorded to your credit record. Credits are recorded frequently, please allow time for transcripts to be received and processed (approximately 5 business days).
• All transcripts received prior to a credit deadline (February 1, July 1, October 1) are recorded so that they can be counted toward the appropriate salary advancements for that time period.
• If you have submitted transcripts that do not appear to have been recorded to your credit record, and more than 5 business days have passed, please call 3-1698 for more information.
• If you have completed an In-District course for PAC Credit, please allow approximately 30 days for information to appear on your credit record. For more information related to In-District PAC Credits, please call 4-4955.