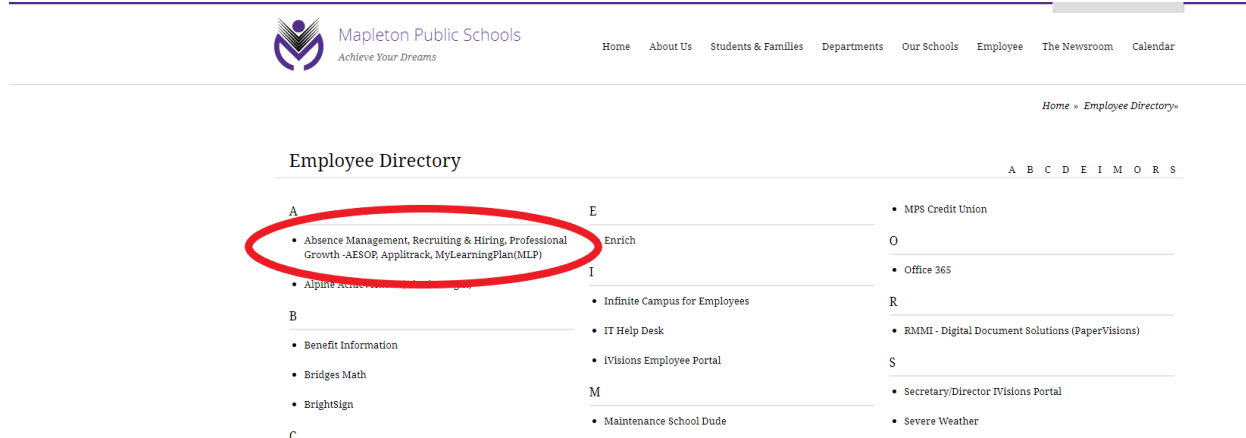
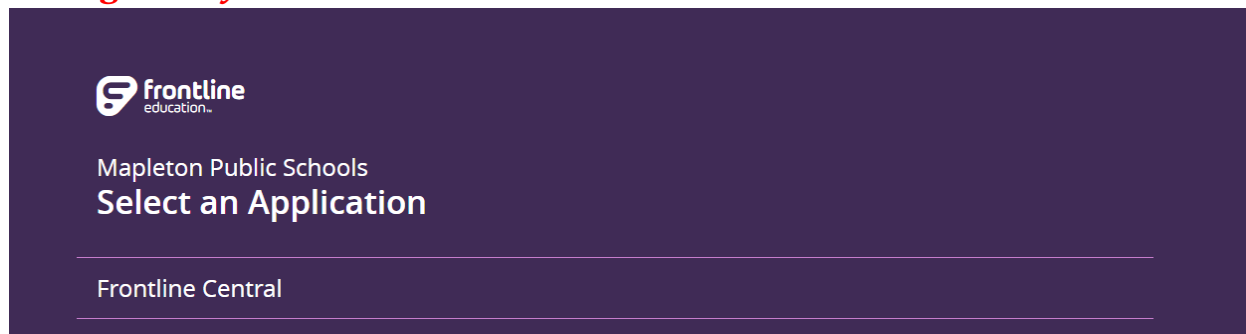


How to Access CDE License Form:

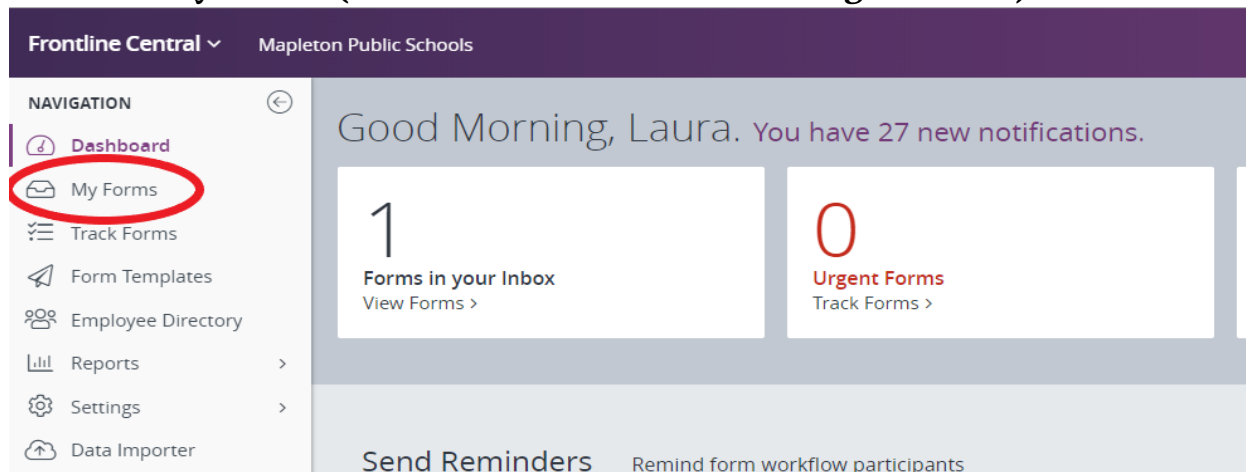
1. Go to www.mapleton.us –
Click on Employees, then Click on: Absence Management, Recruiting & Hiring, Professional Growth-AESOP, Applitrack, MyLearningPlan(MLP)



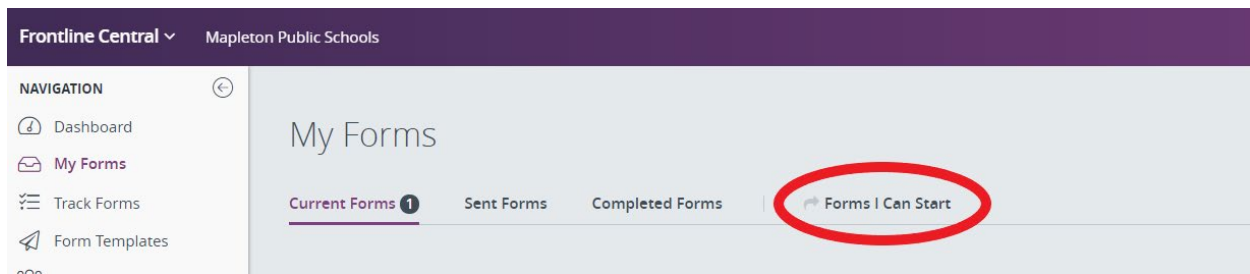
2. Log-On to Frontline Central – *Please use the same Username and Password that you use to get into your email.*



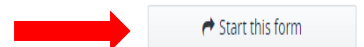
3. Click on My Forms (Left Side of screen under Navigation Bar)



4. Click on Forms I Can Start



5. Click on Start this Form to the right of New/updated CDE License Form:



6. Fill out form, upload license, and submit form.

Workflow Step 1 - Employee
Please upload your new or updated CDE license.
Staff Member (chosen when sent) | Form Entry

Legal Name

First Name Last Name

Please tell us why you submitted a new license. Please check all that apply.

☐ License renewal

☐ Added new endorsement

☐ READ Act Designation

☐ Other

If you selected other, please explain.

Please upload your CDE license.*

Please Sign*

Comments (visible to all participants)