

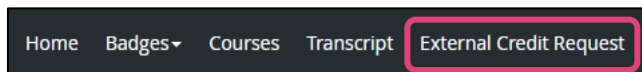
External Credit Request Quick Start Guide

External Credit Requests allow users to request that credit earned for professional development outside of the school district be placed on the user transcript. Here is a diagram of the workflow:



Getting Started

1. Select the **External Credit Request** tab



Create a Request

1. Click **New Request**
2. Choose the appropriate request type
3. Complete the form
4. Choose **Submit for Pre-Approval** or **Submit for Credit Approval**

Optional: Add notes that show to the Pre-Approver and/or Credit Approver or leave blank. Click **Submit**.

External Credit Request Quick Start Guide

Note: The request **History** appears on the right side of the Request Form to track progress.

Conference Attendance

This process goes through a 2-part approval process, first by the site administrator or principal, and then by the HR department. Once they ensure the information uploaded is accurate and applicable, they will approve your request.

Please allow 2 weeks from date of submission to complete this process.

Pre-Approval Request Form

Credit request for:
Teacher1, Test

Created by **Teacher1, Test PM_Instructional** on **12/17/2021**

History

Submitted for Pre-Approval on 12/17/2021 by **Teacher1, Test**

Note: Progress can also be monitored in the **Pending/Denied Request** tab.

My Requests
My Requests

Pending/Denied Requests | Approved | Archived

Approval Type: All Approval Types | Select

Add Filter

	STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
1 results	...	MACUL Annual Conference	Conference Attendance	N/A	—	12/17/2021	12/17/2021	Teacher1, Test

Request Not Submitted | Pending Pre-Approval | Not Submitted | Pending Credit Approval | Declined

Note: If an External Credit Request requires Pre-Approval before attending the event, the request will be **returned to the user once approved** and marked **Not Submitted**. The user now needs to complete the approved event.

External Credit Request
My Requests

Pending/Denied Requests | Approved | Archived

Approval Type: All Approval Types | Select

Add Filter

	STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
1 results	—	MACUL Annual Conference	Conference Attendance	N/A	—	12/17/2021	12/17/2021	Administrator, PowerSchool

Request Not Submitted | Pending Pre-Approval | Not Submitted | Pending Credit Approval | Declined

External Credit Request Quick Start Guide

Submit for Credit Approval

1. Once the user attends the event, they **resubmit the form** for Credit Approval.
2. Click the title of the form to open.
3. Fill out the required fields.
4. Click **Submit for Credit Approval**.

Pre-Credit Approval

Hours *

Upload Proof of Completion *

 Attach File 

Note: The Status icon updates to **Pending Credit Approval** once resubmitted.

My Requests

My Requests

Pending/Denied Requests | **Approved** | Archived

Approval Type: All Approval Types

	STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
		MACUL Annual Conference	Conference Attendance	3.0	—	12/17/2021	12/17/2021	Teacher1, Test

1 results

 Request Not Submitted  Pending Pre-Approval  Not Submitted  Pending Credit Approval  Declined

Credit Approval

Once credit is approved, the user will receive an **Approval Notification via email**. They can verify the approval by clicking the **Approved** tab.

My Requests

My Requests

Pending/Denied Requests | **Approved** | Archived

Approval Type: All Approval Types

	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
	MACUL Annual Conference	Conference Attendance	3.0	MSDE/CPD Credit (BC - 3.0 Credits)	12/17/2021	12/17/2021	Administrator, Powerschool

External Credit Request Quick Start Guide

Transcript

Once approved, the credit appears on the user **Transcript**.

Home PD Admin Badges Courses Transcript External Credit Request Certification Mentoring											
Dashboard My Professional Learning Manage	My Transcript										
	Course Title	Course Number	Section Number	Section Title	Start Date	End Date	Credit Area	Credit Type	Grade	Certificate Num	Completion Date
	Digital Citizenship for Teachers	10058	10061	Digital Literacy	06/29/2021	06/30/2026	Credit	3.0 Credits		50661917	08/16/2022
	AR Test for Survey	10260	10269	Survey Test	08/09/2022	08/09/2022	Compliance	1.0 Credits		23072159	08/09/2022
	Schoology Completion Rules	10077	10098	Schoology Completion Rules for Elementary Teachers	10/13/2021	12/29/2021	Credit	3.0 Credits		66776386	08/09/2022
	Schoology Assessments	10076	10095	Schoology Assessments for ELA Teachers	09/01/2021	07/21/2022				11706530	07/21/2022
	PLC is for me	10223	10237	Section Grades Test AR	06/02/2022	06/02/2022				62479387	06/02/2022
	MACUL Annual Conference				03/23/2022	03/26/2022	Relicensure	3.0 Hours			03/26/2022