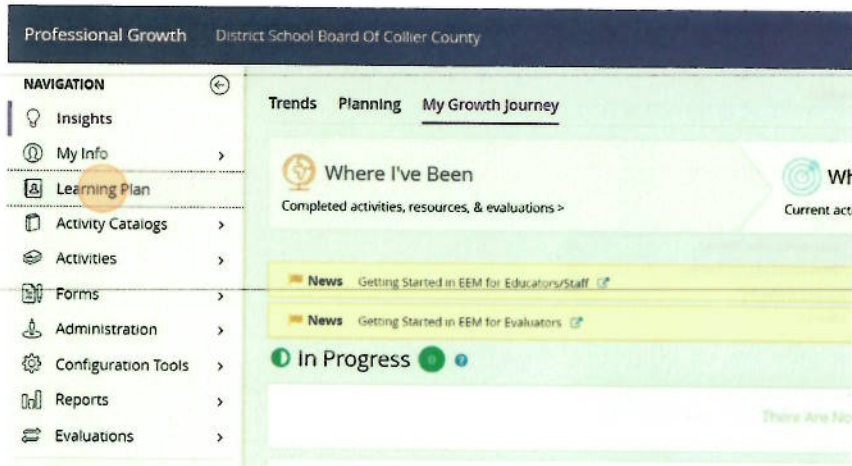
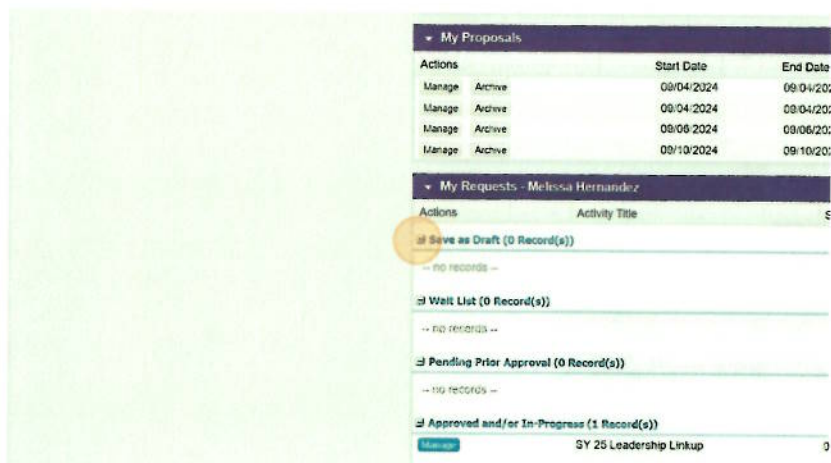


How to Find Drafts and Copy a Proposal

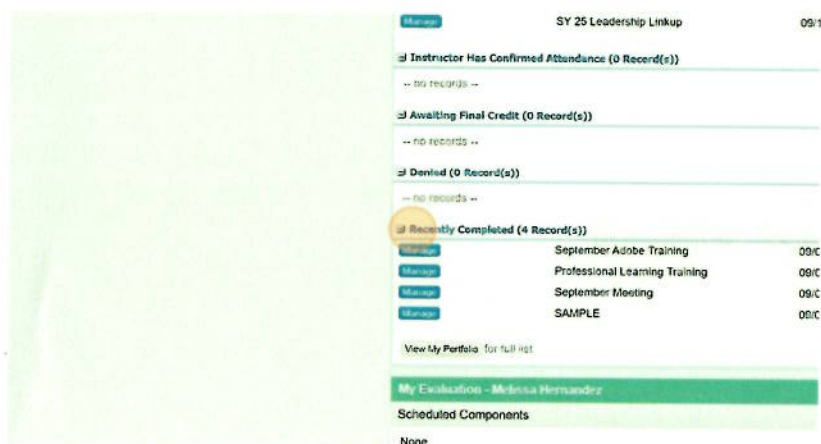
1. Click "Learning Plan"



2. Saved trainings can be found here, click "Manage" to make edits/submit



3. Completed trainings can be found here



How to Find Drafts and Copy a Proposal

4. Click "Manage"

[-] Instructor Has Confirmed Attendance (0 Record(s))

-- no records --

[-] Awaiting Final Credit (0 Record(s))

-- no records --

[-] Denied (0 Record(s))

-- no records --

[-] Recently Completed (4 Record(s))

Manage	September Adobe Training	09
Manage	Professional Learning Training	09
Manage	September Meeting	09
Manage	SAMPLE	09

[View My Portfolio](#) (for full list)

My Evaluation - Melissa Hernandez

Scheduled Components

None

Action Required

5. Click "Copy Proposal" and create your new proposal

Approval Type	Comments	Status
Final Approval		Download Calendar File

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Download Calendar File	Copy Proposal
Download Calendar File	Copy Proposal
Download Calendar File	Copy Proposal

6. Remember, update the dates/times/credit type (if applicable)