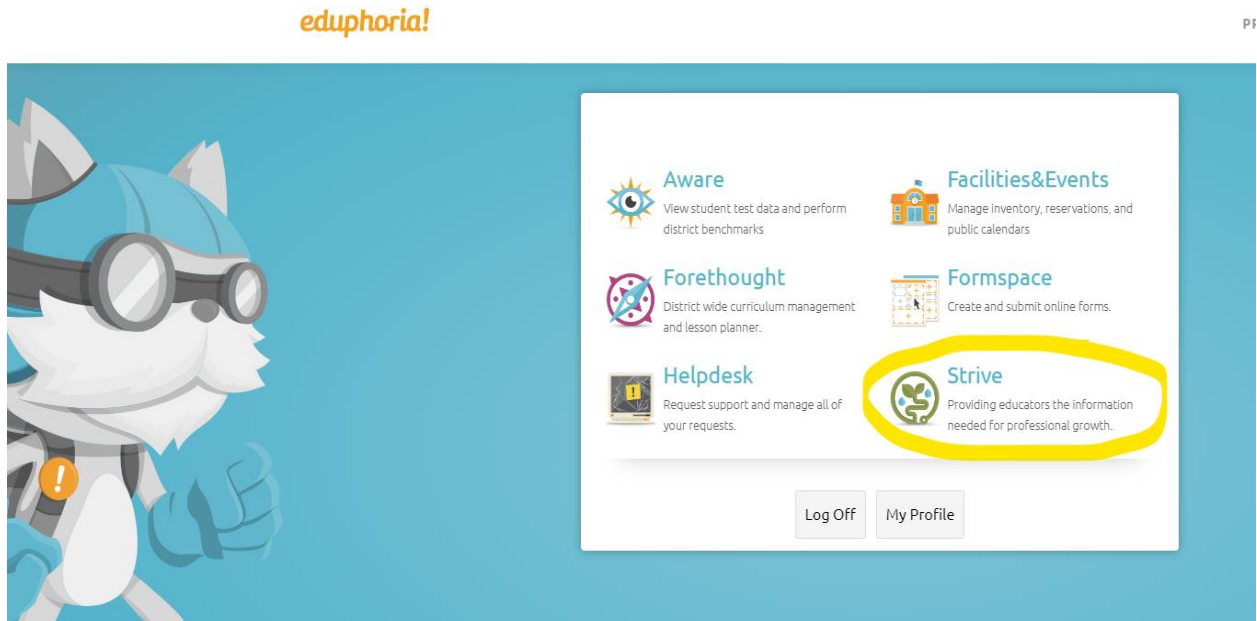
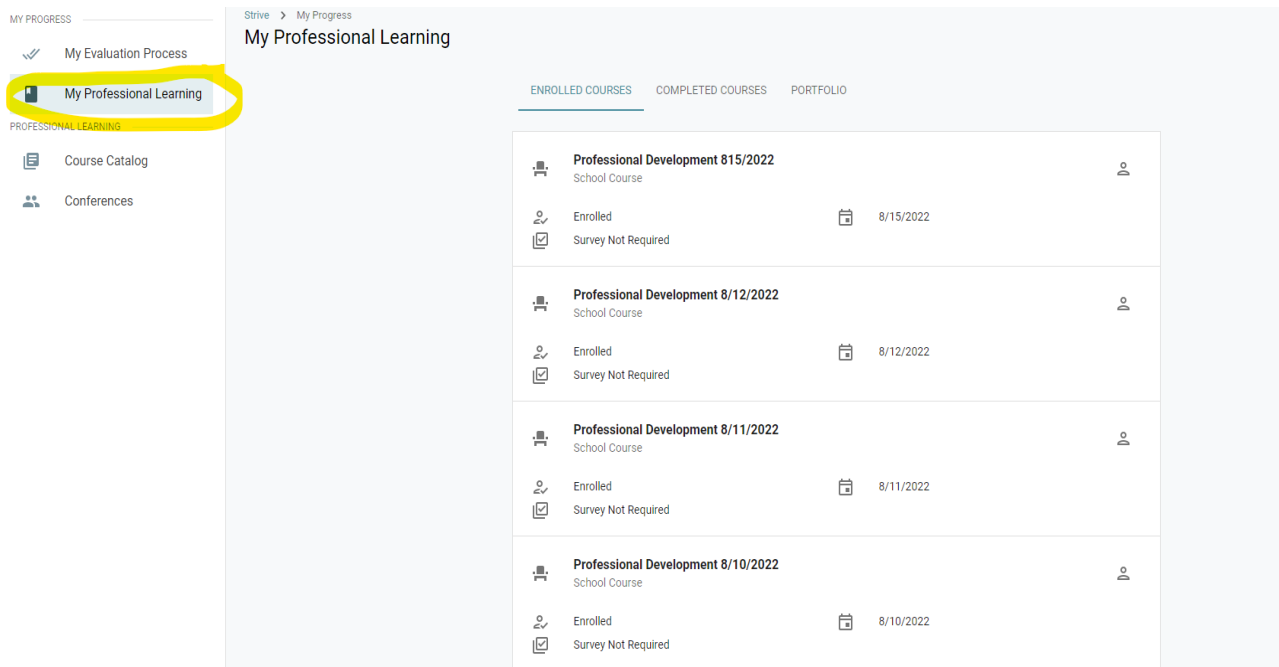


HOW TO UPLOAD CERTIFICATIONS ON EDUPHORIA

1. Go to [Eduphoria](#) (you can go through Classlink too)
2. Click on STRIVE



3. Click on “MY PROFESSIONAL LEARNING” (Teachers may have different options)



4. CLICK ON "PORTFOLIO"

The screenshot shows the 'My Professional Learning' page. The left sidebar has 'My Professional Learning' selected under 'MY PROGRESS'. The main content area has three tabs: 'ENROLLED COURSES', 'COMPLETED COURSES', and 'PORTFOLIO'. The 'PORTFOLIO' tab is highlighted with a yellow circle. Below the tabs is a list of four professional development courses, each with a 'School Course' icon, 'Enrolled' status, 'Survey Not Required' checkbox, and a date.

Course Title	Status	Survey	Date
Professional Development 8/15/2022	Enrolled	Survey Not Required	8/15/2022
Professional Development 8/12/2022	Enrolled	Survey Not Required	8/12/2022
Professional Development 8/11/2022	Enrolled	Survey Not Required	8/11/2022
Professional Development 8/10/2022	Enrolled	Survey Not Required	8/10/2022

5. CLICK ON "MY PORTFOLIO"

The screenshot shows the 'My Professional Learning' page with the 'PORTFOLIO' tab selected. On the left side of the main content area, there is a sub-menu with two items: 'Registration & Portfolio' and 'My Portfolio'. The 'My Portfolio' item is highlighted with a yellow circle. The main content area is currently blank, indicating that the user has not yet viewed their portfolio details.

6. CLICK ON “ADD NEW PORTFOLIO ENTRY”

The screenshot shows the 'My Professional Learning' page with a sidebar on the left containing 'My Evaluation Process', 'My Professional Learning', 'Course Catalog', and 'Conferences'. The main content area has tabs for 'ENROLLED COURSES', 'COMPLETED COURSES', and 'PORTFOLIO'. The 'PORTFOLIO' tab is active, displaying a 'Portfolio History' list and a 'New Portfolio Entry Wizard' form. The 'Add New Portfolio Entry' button in the 'Portfolio Options' section is highlighted with a yellow box. The wizard form has a question 'What type of entry do you want to include in your portfolio?' with radio buttons for 'Outside workshop or conference', 'College course', and 'Other' (which is selected).

7. INPUT INFORMATION “BASIC ENTRY INFORMATION” TITLE, DESCRIPTION, DATE - THAT’S ON THE CERTIFICATE

The screenshot shows the 'New Portfolio Entry Wizard' form with the 'Basic Entry Information' section highlighted in yellow. The fields are: 'Title' (Child Maltreatment Responsibilities), 'Description' (Eduthero), 'Start Date' (calendar for January 2023), 'End Date' (calendar for January 2023), 'Start Time' (08:00 AM), and 'End Time' (04:00 PM). The 'Add New Portfolio Entry' button is also highlighted in yellow.

8. INPUT CREDIT TYPES; TEXAS SBE CPE “1”

The screenshot shows the 'My Professional Learning' interface. On the left, there is a navigation menu with 'My Professional Learning' selected. The main area is titled 'My Professional Learning' and has three tabs: 'ENROLLED COURSES', 'COMPLETED COURSES', and 'PORTFOLIO'. The 'PORTFOLIO' tab is active, showing a 'New Portfolio Entry Wizard' form. The form has three main sections: 'Registration & Portfolio', 'Portfolio History', and 'New Portfolio Entry Wizard'. The 'New Portfolio Entry Wizard' section is highlighted and contains the following fields: 'Credit Types' (set to 'Texas SBE CPE'), 'Value of district credit requested:' (set to '1'), and 'Comments about the credit request:' (an empty text area). At the bottom right of the wizard, there are 'Cancel', '< Back', and 'Next >' buttons.

9. NEXT> NEXT> UPLOAD ATTACHMENT, CHOOSE FILE, AND ADD DESCRIPTION “NAME OF TRAINING”

10. NEXT

The screenshot shows the 'My Professional Learning' interface, similar to the previous one, but with the 'New Portfolio Entry Wizard' form updated. The 'Upload Attachments' section is highlighted with a yellow circle. It contains a 'Choose File' button, a 'No file chosen' status, and a 'Description:' field. The description field contains the text 'Child Maltreatment Responsibilities'. Below this, there are three more 'Choose File' buttons, each with a 'No file chosen' status and a 'Description:' field. At the bottom right of the wizard, there are 'Cancel', '< Back', and 'Next >' buttons.

- MY PROGRESS
- My Evaluation Process
 - My Professional Learning**
- PROFESSIONAL LEARNING
- Course Catalog
 - Conferences

Strive > My Progress

My Professional Learning

ENROLLED COURSES COMPLETED COURSES **PORTFOLIO**

Registration & Portfolio

My Portfolio

Portfolio Options

- Add New Portfolio Entry
- Add New Certification

Portfolio History

Portfolio Summary

Certifications

August 2022 to July 2023

- Cybersecurity Awareness for Educators
- Child Maltreatment Responsibilities
- Professional Development 8/15/2022
- Professional Development 8/12/2022
- Professional Development 8/11/2022
- Professional Development 8/10/2022
- Professional Development 8/9/2022
- Professional Development 8/8/2022
- Non Exempt Training
- Professional Development 08/05/2022

August 2021 to July 2022

Save Submit for Approval Delete Entry

Child Maltreatment Responsibilities

Eduhero

Entry Details

Credit has been requested and is pending approval.

Request Details

Request Title: Child Maltreatment Res.

Request Description: Eduhero

Request Type: The request type has not been specified.

Start Date: 3/16/2023 8:00 AM

End Date: 3/16/2023 4:00 PM

Credit Requested: Texas SBEC CPE: 1 Credit(s)

Frameworks:

11. FINISH