

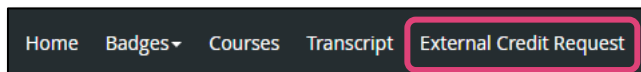
External Credit Request Quick Start Guide

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

New Request

Add Filter

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

1 results

⊖ 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

My Requests

Pending/Denied Requests

Approved

Archived

Approval Type: All Approval Types

Select

New Request

Add Filter

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

1 results

⊖ 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

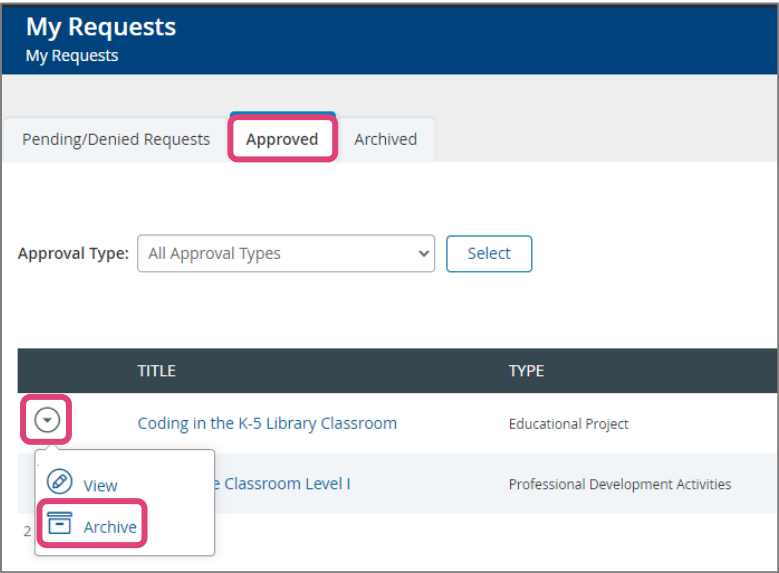
External Credit Request Quick Start Guide

Archived Requests

Occasionally, you may choose to archive your requests. Alternatively, a district super user may archive your requests.

To archive requests:

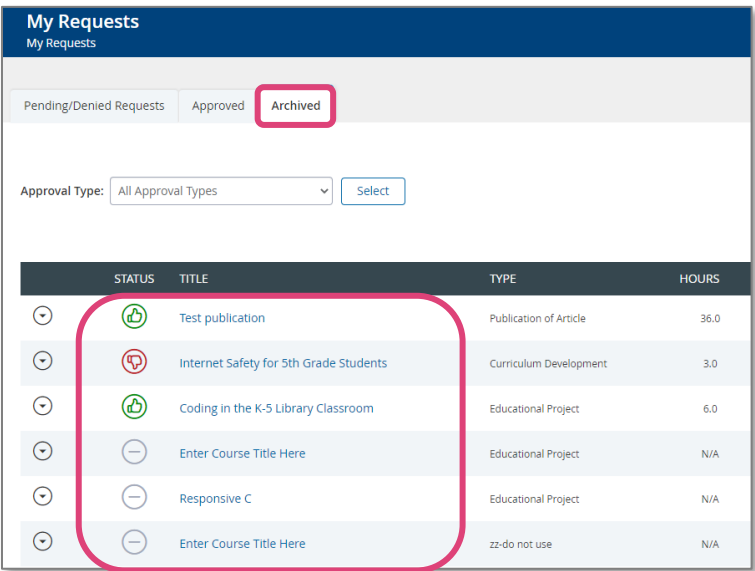
1. Click either the **Pending/Denied Requests** or **Approved** tab.
2. Click the **drop-down** next to the request title.
3. Select **Archive**.



To view Archived requests:

1. Click the **Archived** tab.
2. Click any **title** to view past requests.

NOTE: Archived requests remain on the user transcript.



External Credit Request Quick Start Guide

Transcript

Once approved, the credit appears on the user **Transcript**. Filter the transcript by **date range** or **credit area**, if needed.

All	Compliance	Credit	No Credit	Relicensure	Non-Credit	MSDE/CPD Credit	Non-Instructional Staff Certification CEUs	Comp Time			
#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	ECR Location	Certificate #	Registration Status	Survey	Credit Hours
1.	10260	10269	AR Test for Survey	08/09/2022	08/09/2022	09/01/2022	- Not Set -	95487580	Completed	Survey completed August 9, 2022	1.0 Credits Compliance
2.	10240	10252	Mandatory Awesome Course	07/19/2022	08/19/2022	- Not Set -	- Not Set -		Complete - Pending Survey	Please return here after you finish your course to take the survey.	3.0 Credits Compliance
3.	10223	10237	PLC is for me	06/02/2022	06/02/2022	06/02/2022	- Not Set -	62479387	Completed	Take Survey	- Not Set -
4.	N/A	N/A	MACUL Annual Conference	03/23/2022	03/26/2022	03/26/2022	N/A	N/A	Completed	N/A	3.0 Hours Relicensure
5.	10085	10108	Using Data to Drive Instruction	10/29/2021	01/07/2022	- Not Set -	- Not Set -		Complete - Pending Survey	Please return here after you finish your course to take the survey.	1.0 Credits Credit