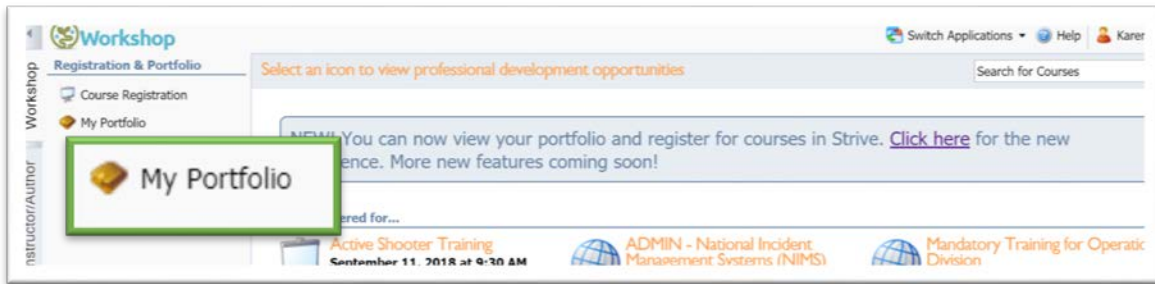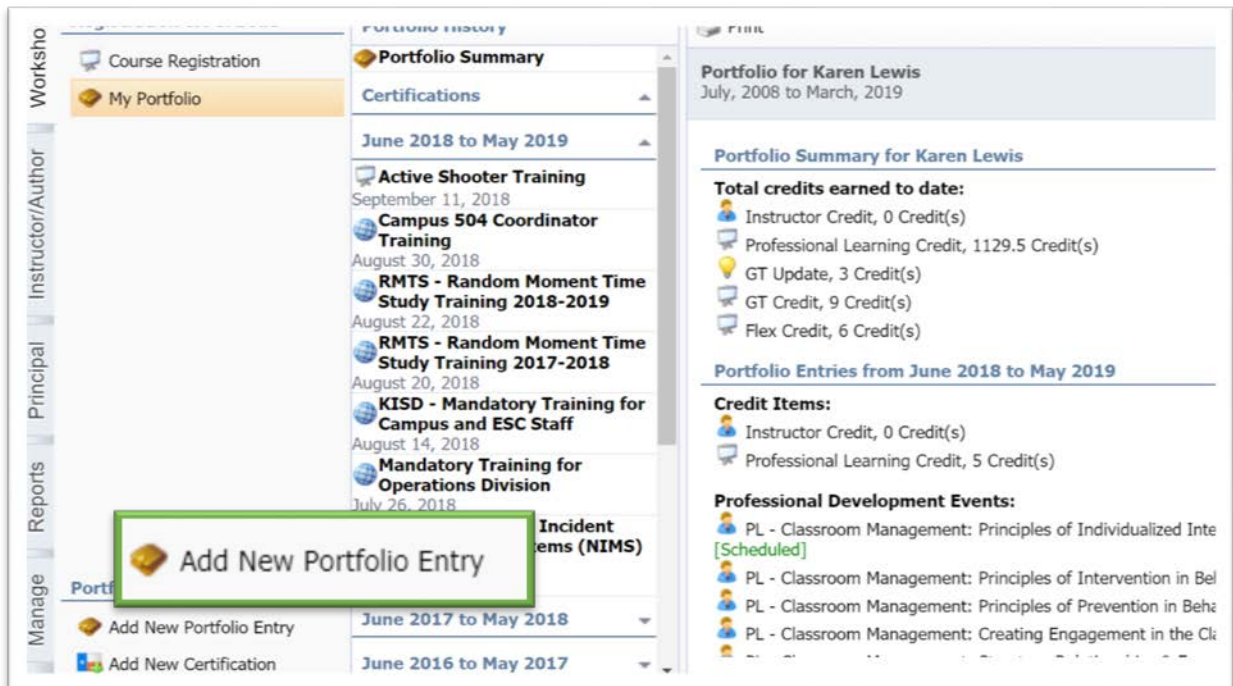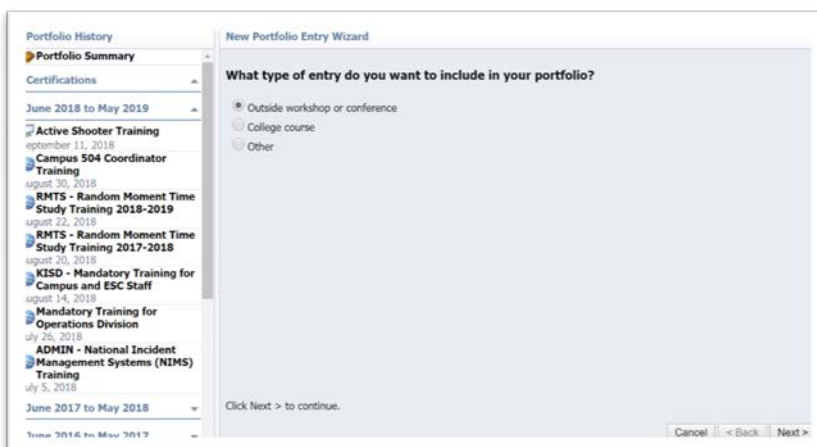# Add a Portfolio Entry for Out of District Training

1. From Eduphoria Workshop, click on **My Portfolio.**

2. Choose **Add New Portfolio Entry** from the lower left-hand corner.

3. Use the radial buttons to choose your type of professional development. Then click **Next** in the lower right-hand corner.

4. Record Basic Entry Information, including *Title*, *Description*, *Date*, and *Time*. If possible, use the original course description from the professional development provider.

5. On the next screen, enter your number of credit hours as Professional Learning Credit. This number should match the number of hours on your certificate of attendance.
   If requesting GT Update Credit: **In the Comment box, enter "I am requesting GT Update Credit."**

Use this box if you are requesting GT Update Credit.

6. On the last screen, upload the following documents:
   1. *Completed Out of District Form*
   2. *Certificate of Attendance showing credit hours*
   3. If Requesting GT Update Credit: Original *Request for GT Update Form*

7. On the final screen, click **Submit for Approval.** Within a few days, you will receive notice that your request has been approved or denied.