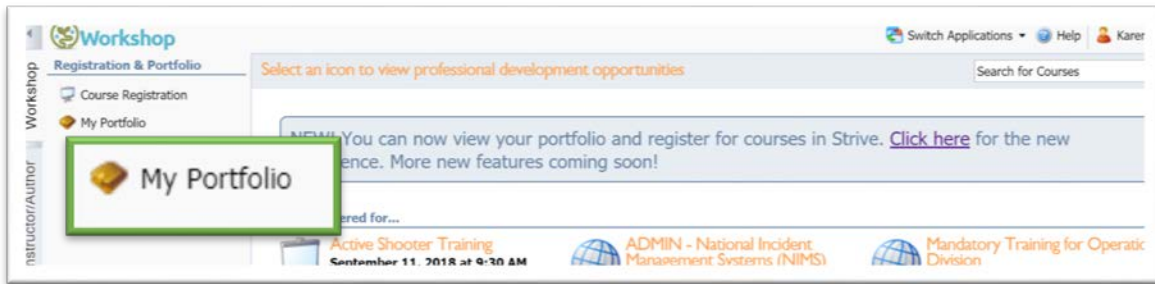
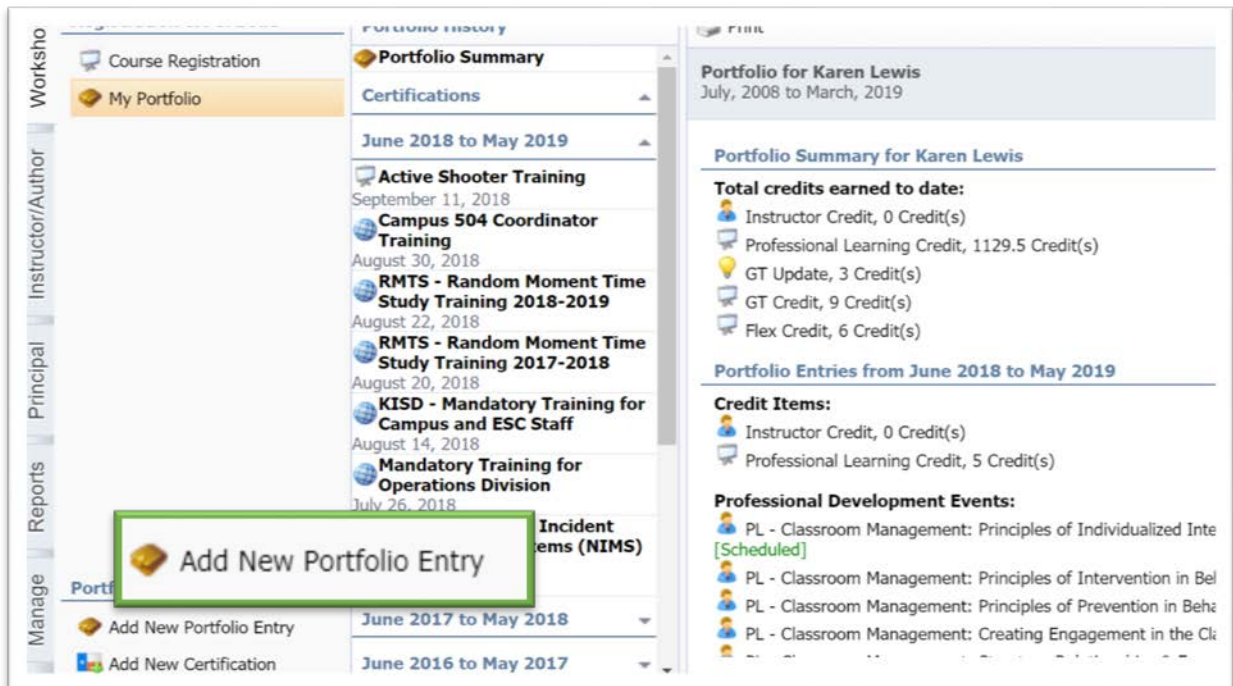


## Add a Portfolio Entry for Out of District Training

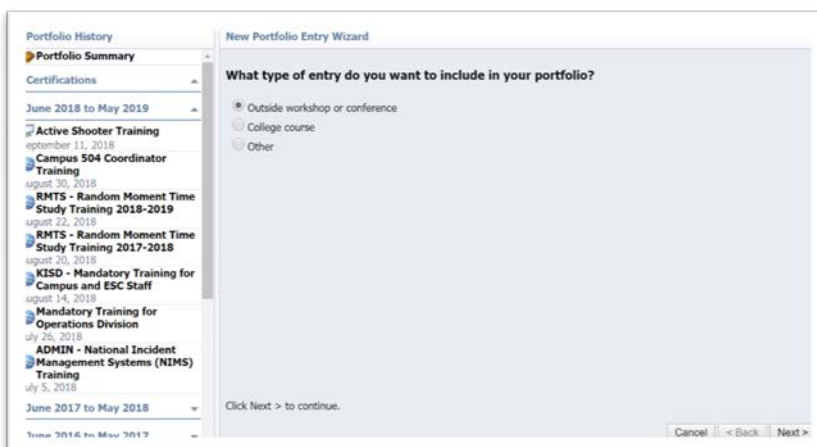
1. From Eduphoria Workshop, click on **My Portfolio**.



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.

**New Portfolio Entry Wizard**

**Basic Entry Information**

**Title:**

**Description:**

**Start Date:** September 2018  
Sun Mon Tue Wed Thu Fri Sat  
26 27 28 29 30 31 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 1 2 3 4 5 6

**End Date:** September 2018  
Sun Mon Tue Wed Thu Fri Sat  
26 27 28 29 30 31 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 1 2 3 4 5 6

**Start Time:** 08 : 00 AM

**End Time:** 04 : 00 PM

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."

**New Portfolio Entry Wizard**

**Credit Types**

**Value of district credit requested:**

AP/ Pre AP	0
GT Core: CI	0
GT Core: DC	0
GT Core: IA	0
GT Core: Nature and Needs	0
GT Core: SE	0
GT Update	0
<b>Professional Learning Credit</b>	<b>0</b>
SPED Credit	0
Texas SBEC CPE	0

**Comments about the credit request:**

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**

The screenshot shows the 'New Portfolio Entry Wizard' interface. It features three identical sections for uploading attachments and providing descriptions. Each section includes a 'Choose File' button, a 'No file chosen' status, and a 'Description:' label above a text area.

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.

The screenshot shows the final 'Submit for Approval' screen. At the top, there are buttons for 'Save', 'Submit for Approval', and 'Delete Entry'. The 'Submit for Approval' button is highlighted with a green box. Below the buttons, the text reads 'Sampe Course' and 'The learner will follow the process of uploading an Out of District Professional Learning Credit Request in Eduphoria.' There are tabs for 'Entry Details', 'Notes and Attachments', 'Credit Requested', and 'Goals'. A yellow banner with a blue exclamation mark icon states 'Credit has not yet been requested for this entry.' Below this, the 'Request Details' section is visible, including fields for 'Request Title' (filled with 'Sampe Course for Out of District'), 'Request Description' (filled with 'The learner will follow the process of uploading an Out of District Professional Learning Credit Request in Eduphoria.'), 'Request Type' (filled with 'This credit request is for an outside workshop.'), 'Start Date' (9/14/2018 8:00 AM), and 'End Date' (9/14/2018 4:00 PM).