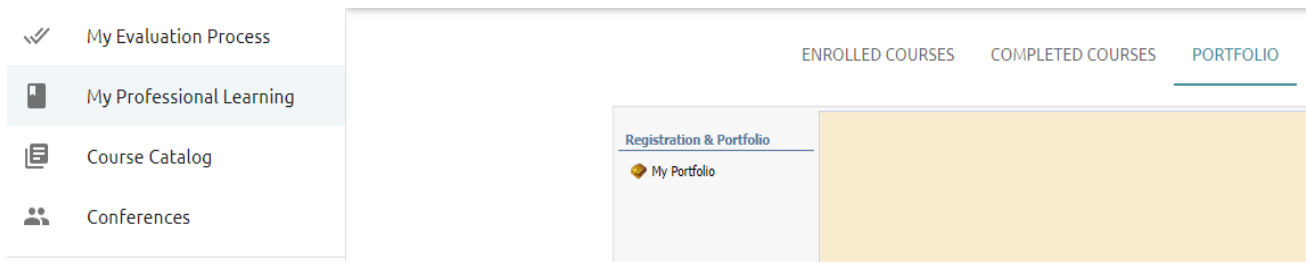




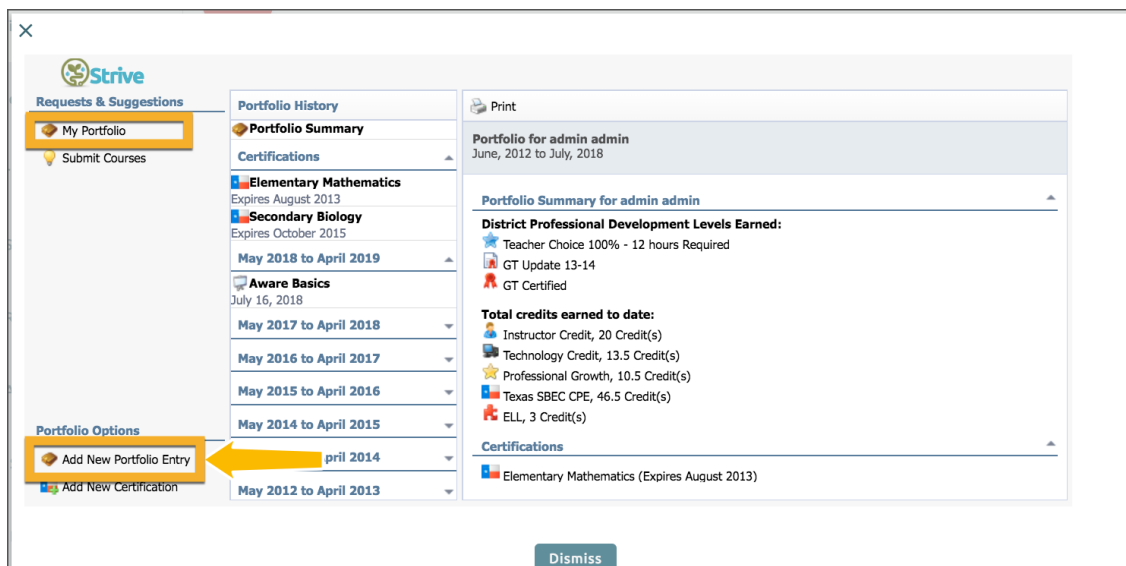
Question: *How Do I Request Outside Credit?*

When you attend professional development away from Spring ISD through conferences or ESC service center workshops, you can add these items to your portfolio for accurate professional development record-keeping.

- Access **Strive**
- Access your **My Professional Learning** tab
- Click the **Portfolio** tab



- Click on **My Portfolio**
- Click on **Add New Portfolio Entry**



- Select the option for what type of portfolio entry and click **Next**.

- Enter the workshop details including **Title, Description, Start Date** and **End Date** with **Times**.
- **Enter** the number of **Credit Hours** under the Credit Types. You can enter hours in more than one credit type.
- If you have any files to upload to verify your attendance such as a certificate or reflection document, select **Choose File** and browse to the document to upload.
- Click **Finish** to close the Portfolio Wizard.

After you finish the wizard, you have the ability to go back to the request under **My Portfolio** to add notes, attach additional documents and select credit type before submitting the credit for review. Your principal will receive the request and either approve or disapprove the credit request.