Steps to Request Credit in Eduphoria! Workshop
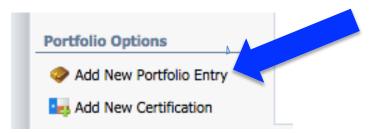
1. After completing your training, save your certificates as a PDF (somewhere you will be able to find them easily).

2. Log into Eduphoria. Select "Workshop" as your application.

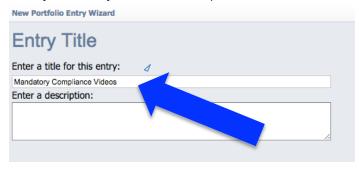3. On the Workshop tab, select "My Portfolio".

4. At the bottom on the left, select "Add New Portfolio Entry". Click "Next" at the bottom on the right.
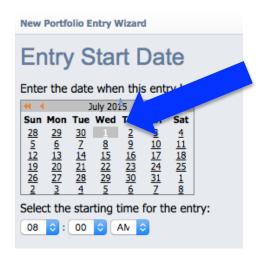

5. For outside training, select "Outside workshop or conference". For compliance videos, select "Other" for your entry type. Click "Next" at the bottom on the right.
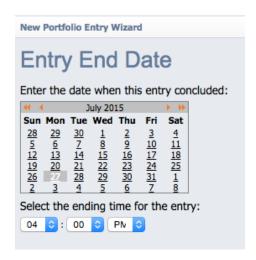

6. Enter the as the title of your entry. You may leave the description blank. Click "Next" at the bottom on the right.

7. Select the date of your training. The default time is 8:00am. Please select the time your training began. Click "Next" at the bottom on the right.
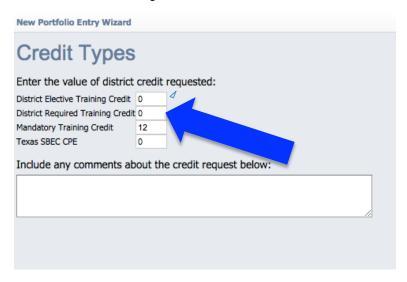

8. Select the date your training ended. The default end time is 4:00pm. Select the time your training ended. Click "Next" at the bottom on the right.

9. Select "Yes", you would like to request district credit for this entry. Click "Next" at the bottom on the right.
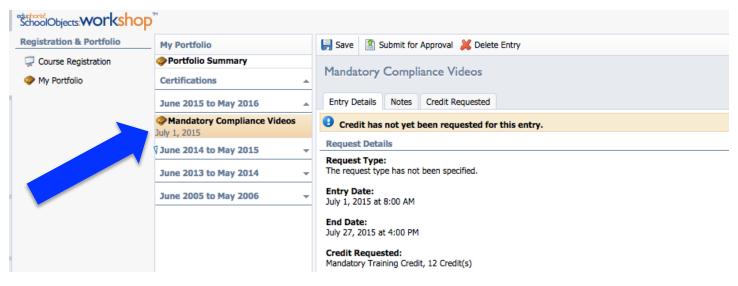
10. For exchange hours, enter the number of exchange hours you completed. For compliance videos, enter the number of mandatory compliance training hours your completed. (For most people, it is 12 hours.) Leave the comments section blank. Click "Next" at the bottom on the right.

New Portfolio Entry Wizard

Credit Types

Enter the value of district credit requested:

District Elective Training Credit	0
District Required Training Credit	0
Mandatory Training Credit	12
Texas SBEC CPE	0

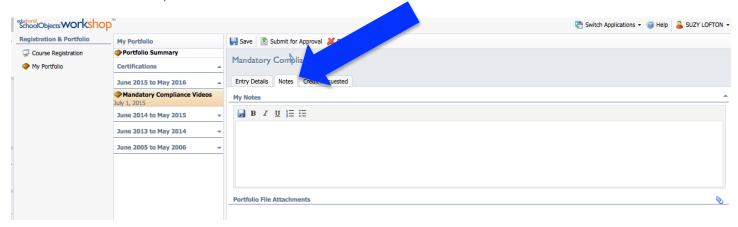Include any comments about the credit request below:

11. **DO NOT SUBMIT REQUEST YET.** Select "At a later time, after I modify the entry". You will need to upload your certificates before submitting. Click "Next" at the bottom on the right.
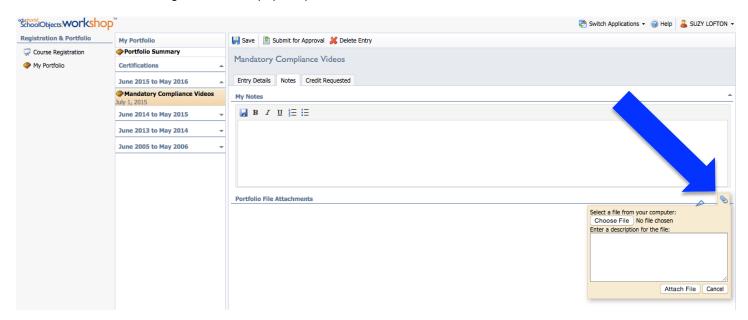
New Portfolio Entry Wizard

Submit Request for Credit

Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

- ○ Now
- ● At a later time, after I modify the entry

12. Click "Finish" on the bottom right.

13. On your Workshop portfolio page, select the entry you just created.

SchoolObjects: workshop™

Registration & Portfolio	My Portfolio	💾 Save 📤 Submit for Approval ❌ Delete Entry
🖥 Course Registration	🟡 **Portfolio Summary**	Mandatory Compliance Videos
🟡 My Portfolio	**Certifications** ▲	

My Portfolio

🟡 **Portfolio Summary**

Certifications ▲

June 2015 to May 2016 ▲

🟡 **Mandatory Compliance Videos**
July 1, 2015

▽ **June 2014 to May 2015** ▽

June 2013 to May 2014 ▽

June 2005 to May 2006 ▽

Mandatory Compliance Videos

Entry Details	Notes	Credit Requested

ℹ **Credit has not yet been requested for this entry.**

Request Details

Request Type:
The request type has not been specified.

Entry Date:
July 1, 2015 at 8:00 AM

End Date:
July 27, 2015 at 4:00 PM

Credit Requested:
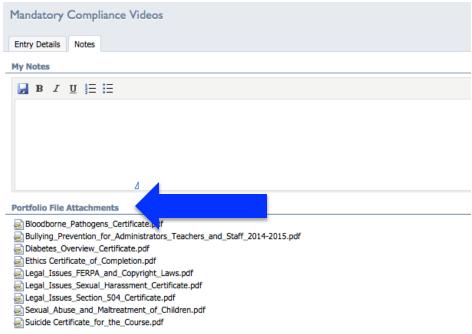Mandatory Training Credit, 12 Credit(s)

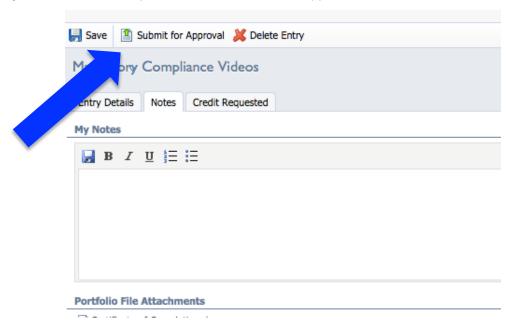14. Select the second tab, entitled "Notes".

15. At the bottom on the right, select the paperclip icon to add files.

16. Click "Choose File" and select a certificate to add. Select "Attach File". Repeat this until all of your certificates are uploaded.

17. Once all of your certificates are uploaded, select "Submit for Approval".

That's it! You're done!

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IMPORTANT REMINDER:

In order for certificates to qualify for Exchange Days, you MUST select "Exchange Credit Hours" for these courses.

In order to be counted as a "completer" for the Mandatory Compliance Videos, you MUST select "Compliance Training Credit Hours" when you submit your certificates.