

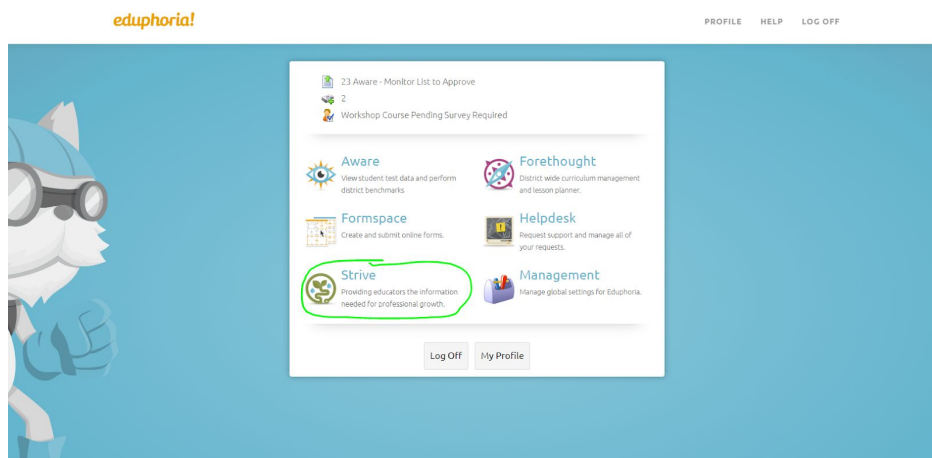
# Out of District Professional Growth Credit

## Electronic Copy of Documentation

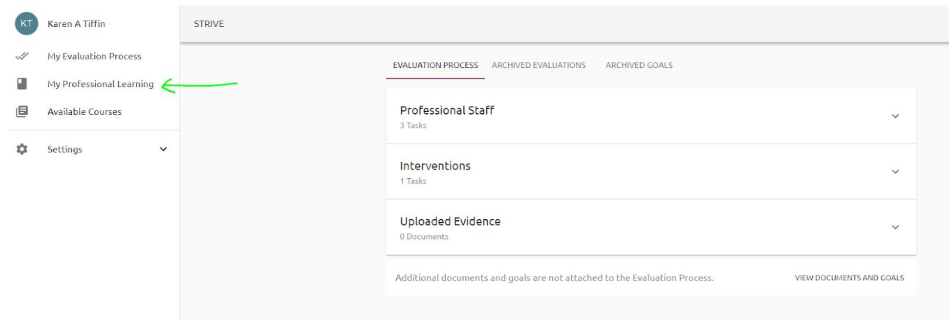
1. Make a copy of your name badge or certificate.
2. Have your supervisor sign and date the name badge or certificate.
3. Electronic Copy: You will need an electronic copy of the signed and dated document.  
You can use a scanner, a document camera, or take a picture of the document.

## Strive

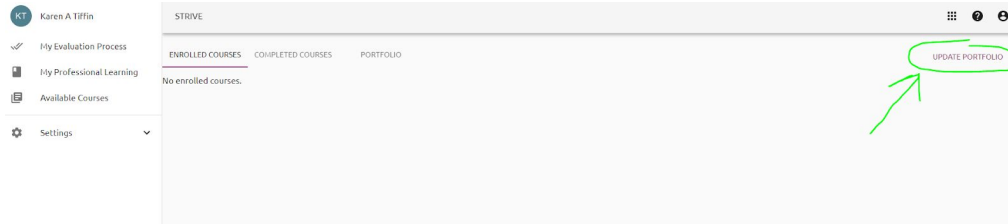
Login to Eduphoria and select Strive



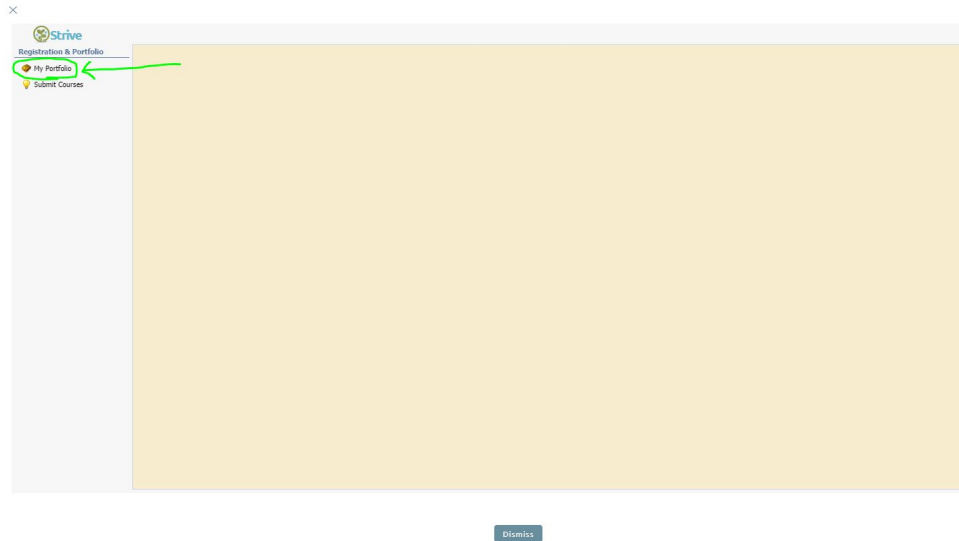
Click "My Professional Learning" (top, left column)



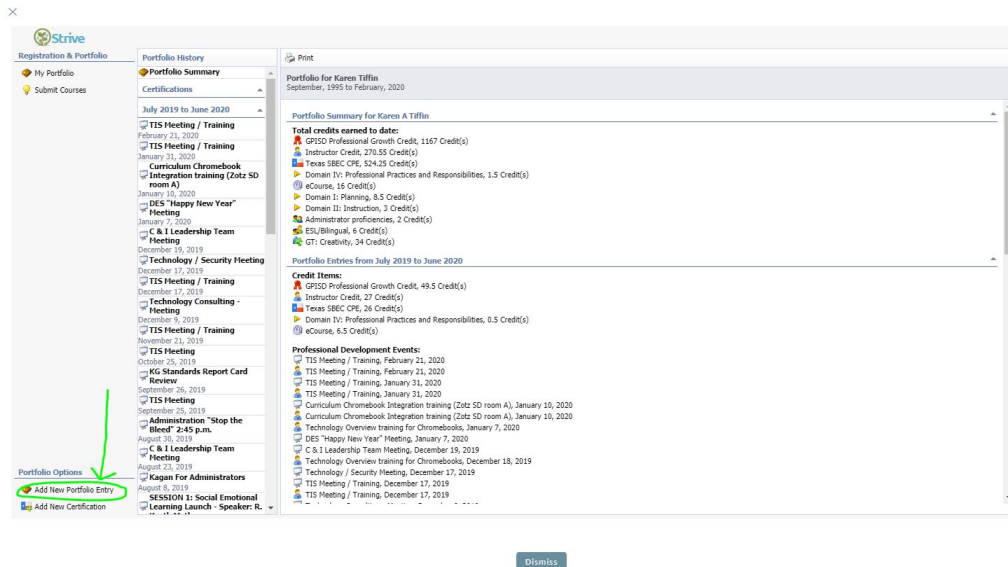
Click "Update Portfolio" (top, right side of screen)



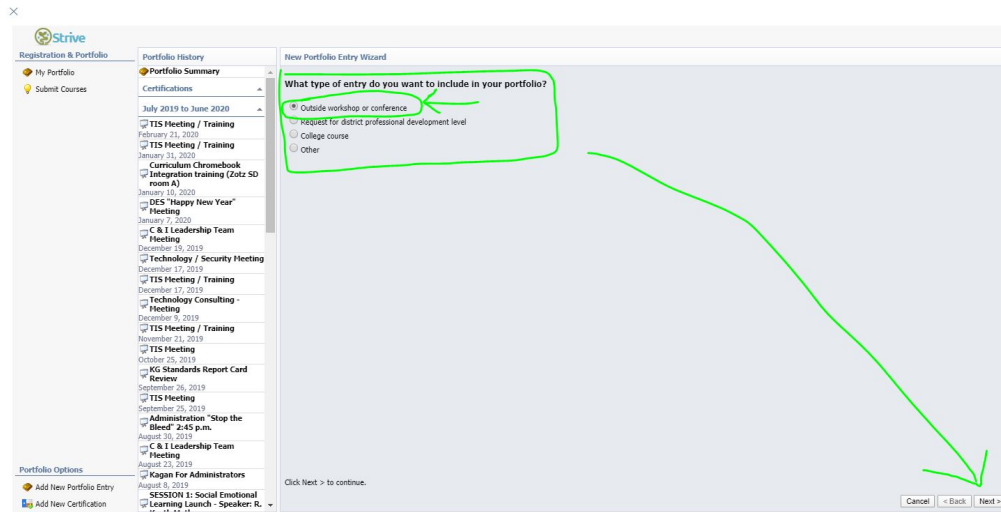
Click "My Portfolio"



Select "Add New Portfolio Entry" (bottom, left of screen)

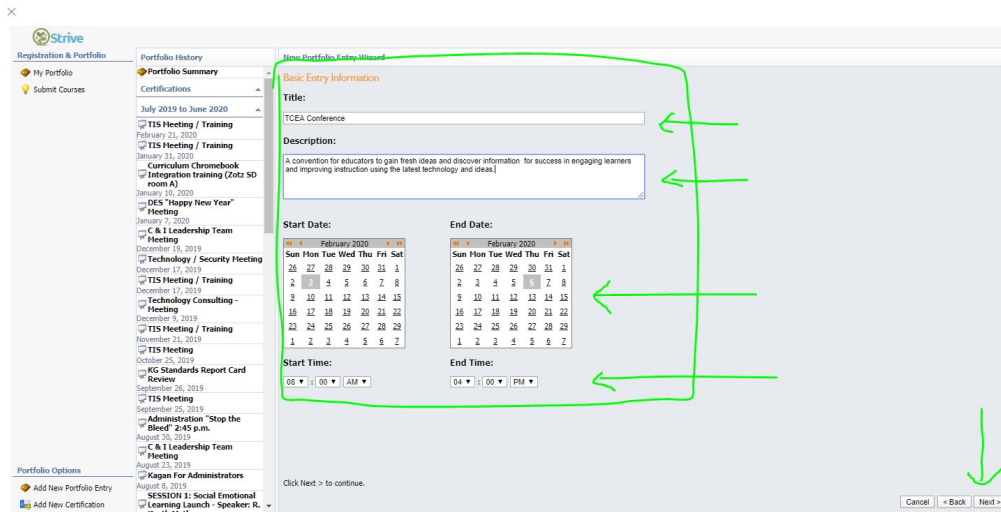


Select "Outside workshop or conference" then click Next



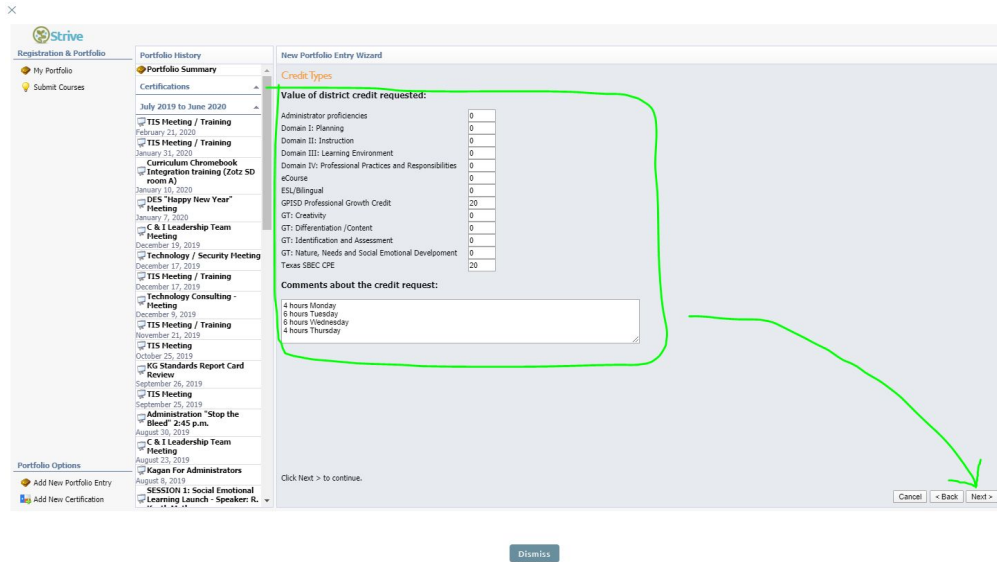
Dismiss

Fill in the information for the Title of the workshop/conference, Description, and the start and end dates and times, then click Next

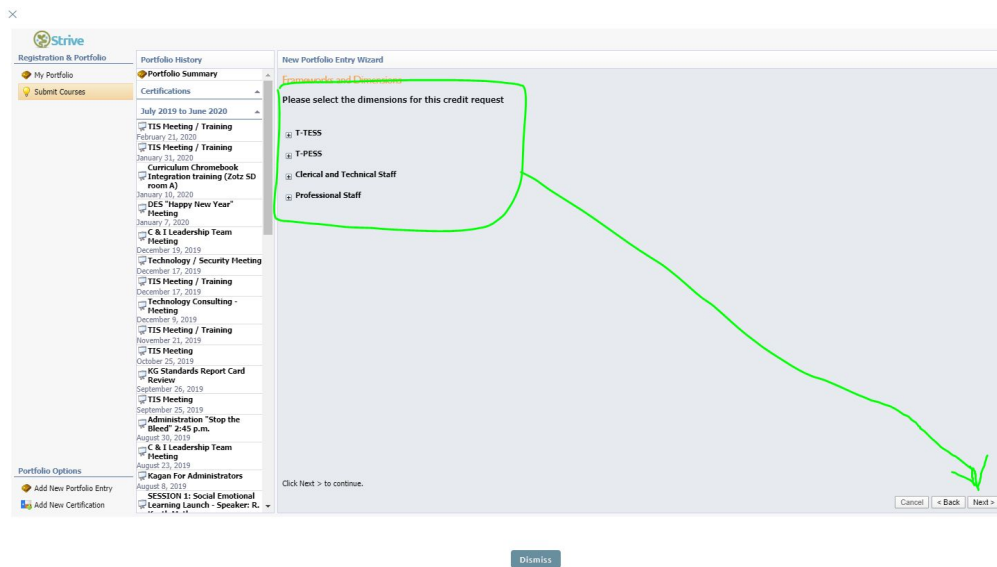


Dismiss

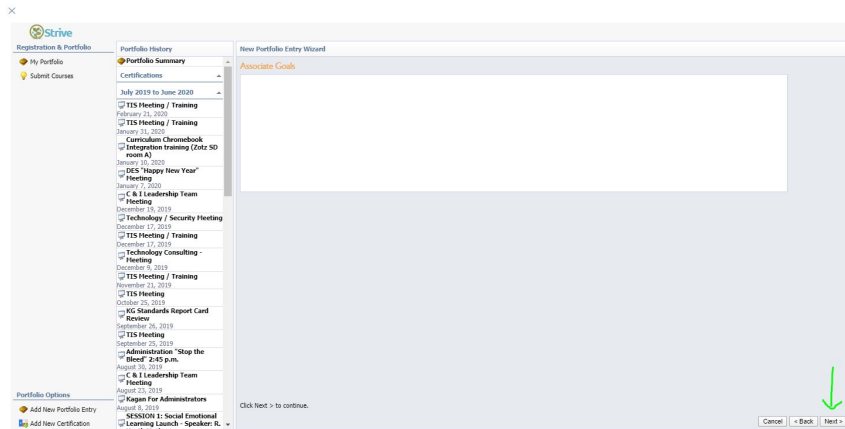
Enter the amount of Credit you are requesting then click Next  
**\*\*Note: Maximum of 6 hours per day.**



Click the + next to the areas your professional development covered and check the appropriate boxes for credit request then click Next.

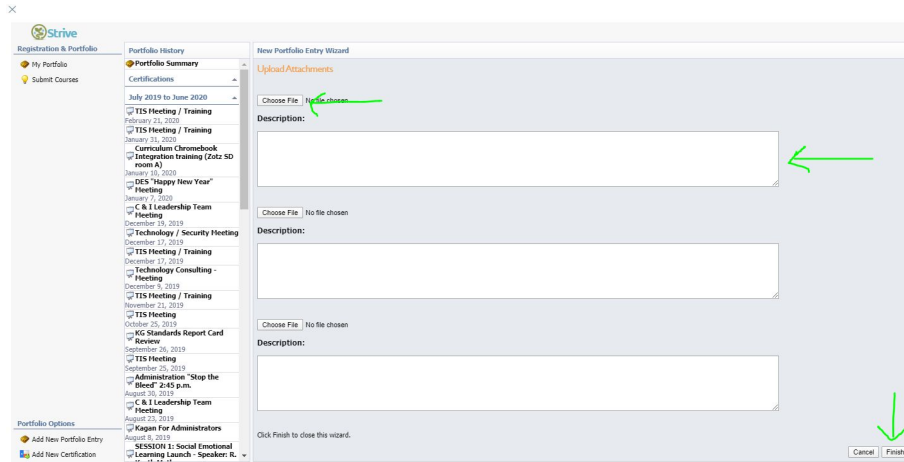


Click Next



Dismiss

On this screen, you will need to upload the electronic copy of your badge or certificate with your administrator's signature. Click Finish.



Dismiss

That is the final step. The request will be submitted for approval.