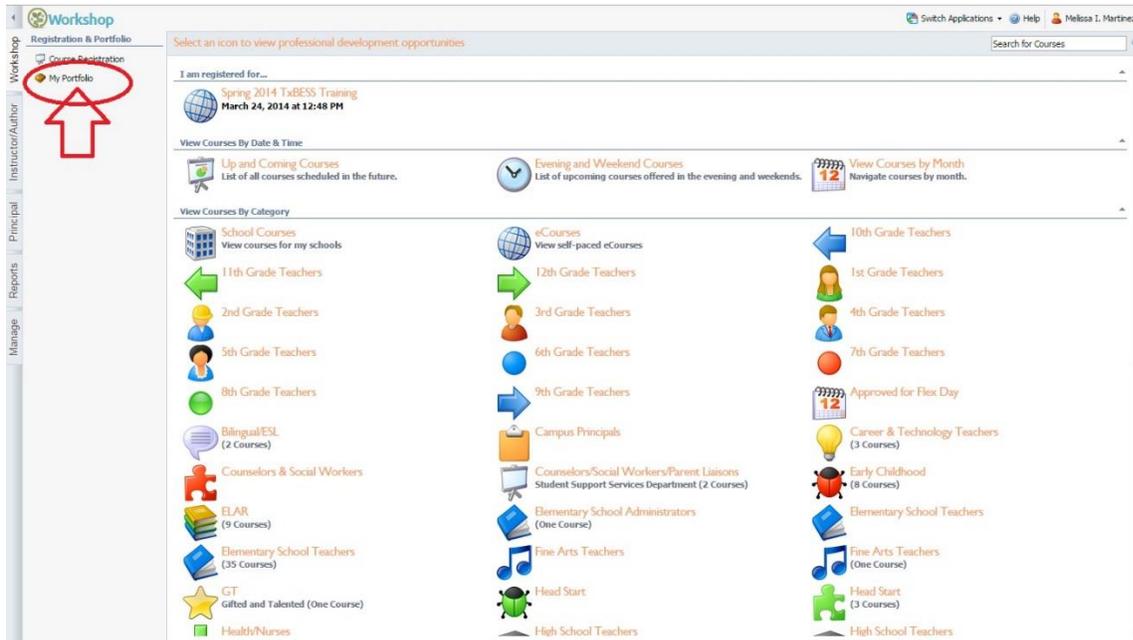
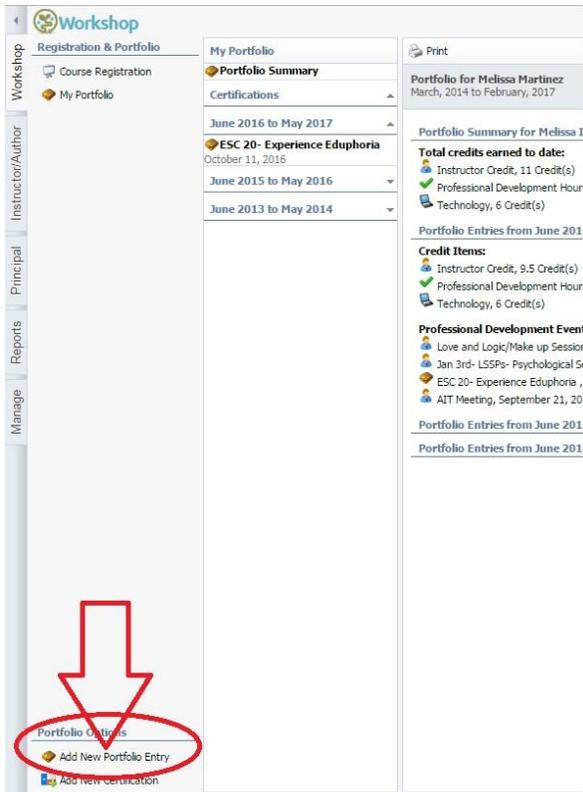


Step 1: Log into your Eduphoria account, if you are having trouble logging in please contact: Melissa Martinez 210-444-8122 or by Email: mel.martinez@eisd.net

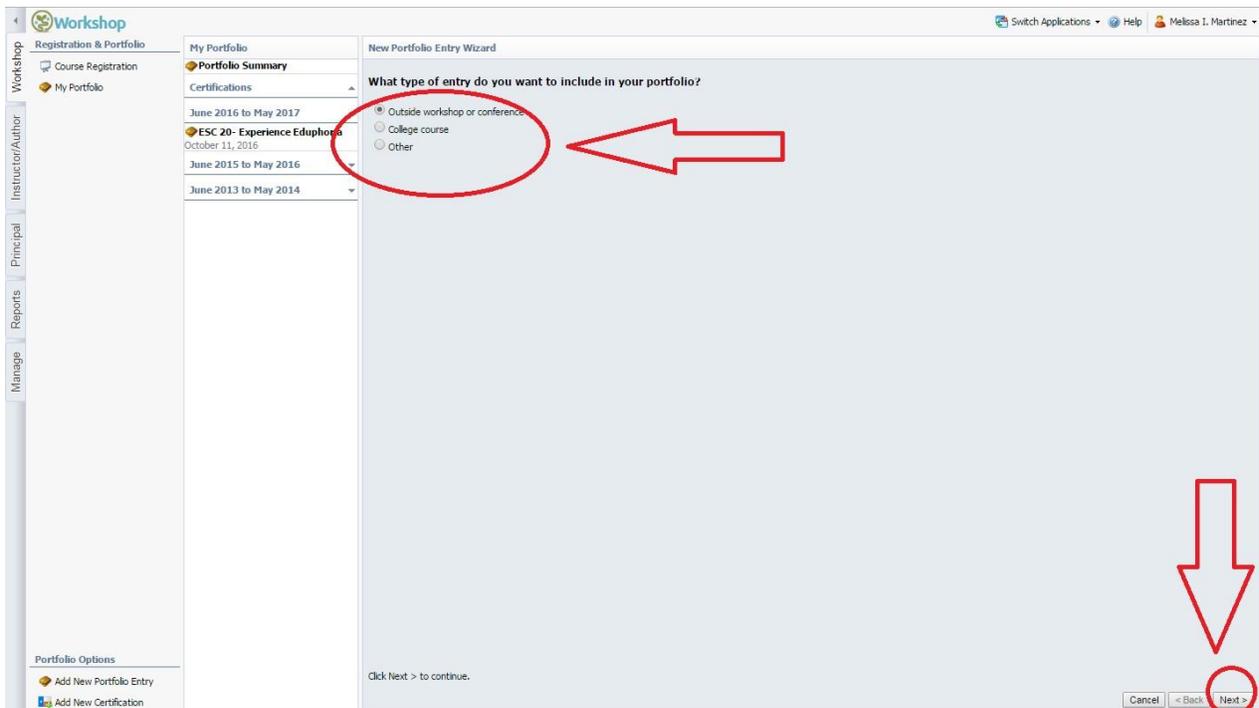
Step 2: Click on Workshop when you have accessed your Eduphoria account.



Step 3: Click on my portfolio, upper left hand corner



Step 4: Once you have clicked “my portfolio” you will scroll to the bottom left hand corner, click on “add New Portfolio Entry”



Step 5: Please select what the type of credit you asking to receive, Outside Workshop (ESC REG 20, Conference) or College hours or Other (Webinars may or may not count towards additional credit). Push next to continue.

Workshop
Registration & Portfolio
Course Registration
My Portfolio

My Portfolio
Portfolio Summary
Certifications
June 2016 to May 2017
ESC 20 - Experience Eduphoria
October 11, 2016
June 2015 to May 2016
June 2013 to May 2014

New Portfolio Entry Wizard
Basic Entry Information

Title: _____

Description: _____

Start Date: _____ End Date: _____

Start Time: 08:00 AM End Time: 04:00 PM

Click Next > to continue.

Cancel < Back Next >

Steps 6-8 are crucial to earning your external credit. Enter the title of the course/training you attended. Please give a detailed description of what the training/course/conference was about. Please enter the dates that you attended. Make sure that your dates are correct. (Example: Start date: 3/1/2017, End date 2/1/2017) Please add the times that the course took place. (8:00AM—4:30PM). Click next.

Workshop
Registration & Portfolio
Course Registration
My Portfolio

My Portfolio
Portfolio Summary
Certifications
June 2016 to May 2017
ESC 20 - Experience Eduphoria
October 11, 2016
June 2015 to May 2016
June 2013 to May 2014

New Portfolio Entry Wizard
Credit Type

Value of district credit requested:

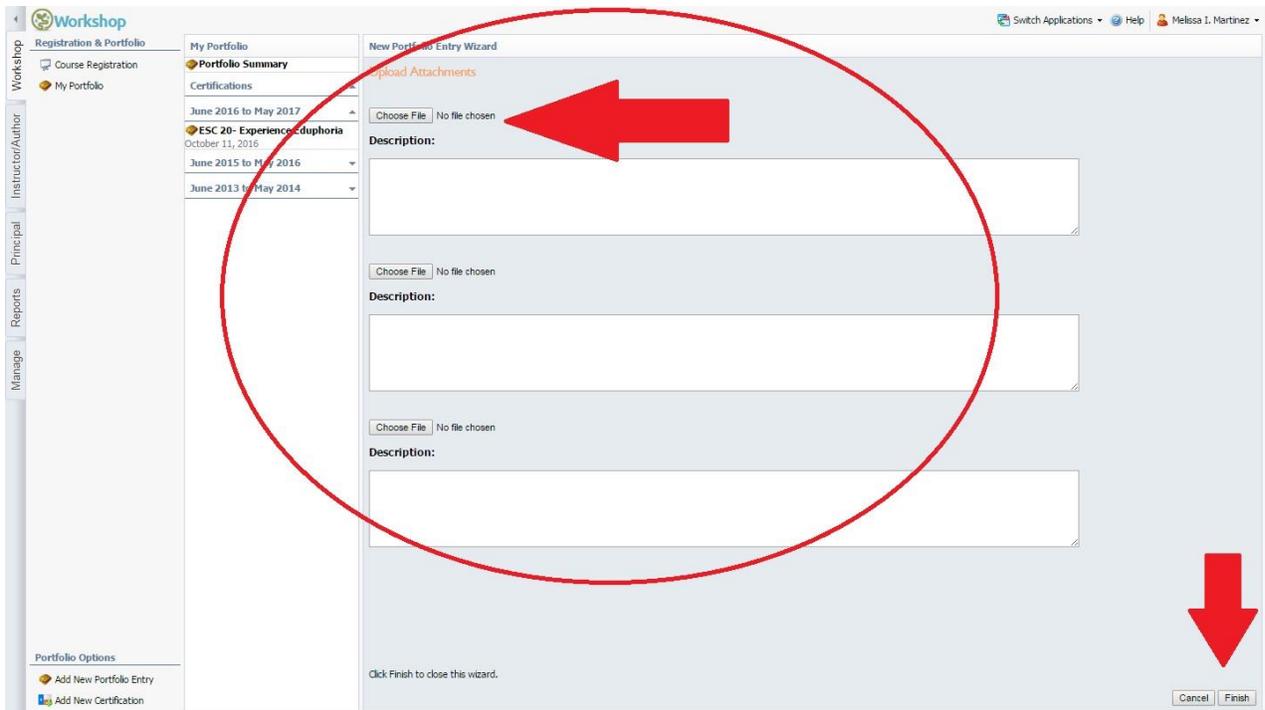
Professional Development	0
Bilingual/ESL	0
Fine Arts	0
Gifted & Talented	0
Math	0
Professional Development Hours	0
Reading	0
Science	0
Social Studies	0
Special Education	0
Technology	0
Training/Conference (8:30AM-3:30PM)	0
Writing	0
Texas SBEC CPE	0

Comments about the credit request: _____

Click Next > to continue.

Cancel < Back Next >

Step 7: Please add the number of hours you are requesting and the credit type. (Example, if you went to a Bilingual training/Conference, click on the box that states Bilingual) (Please note you do not get credit for you lunch break) (Example: training is from 8:30AM—3:30PM total hours can earn= 6). If you do not know they type of credit you should be earning mark the box that states Professional Development Hours and leave some details to what the course entailed so that we can give you the proper credit. Click next.



Step 8: Last and final step... Upload your certificate, please make sure you upload your certificate, if no certificate is uploaded no credit will be issued. You can upload three certificates. Receipts do not count as a certificate. Click finish and you are done.