

To attach a certificate from an out of district training to your portfolio.

Make sure you have scanned and saved your certificate somewhere on your computer.

Log in to Eduphoria, Workshops.

Select My Portfolio, then Add New Portfolio Entry

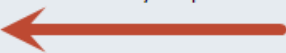
The screenshot displays the 'Eduphoria School Objects Workshop' interface. On the left, under the 'Registration & Portfolio' tab, there are two options: 'Course Registration' and 'My Portfolio'. A red arrow points to 'My Portfolio'. On the right, the 'My Portfolio' section is active, showing a 'Portfolio Summary' and a list of 'Certifications' for the period 'June 2014 to May 2015'. The list includes several entries such as 'TIPWeb On-Site Training (PM Session - Campus Textbook Custodians)', 'Red Ribbon Rally Meeting', and multiple 'Curriculum and Instruction Department Meeting' entries with their respective dates. At the bottom of the interface, there is a 'Portfolio Options' section with a button labeled 'Add New Portfolio Entry'. A second red arrow points to this button.

Select *Outside workshop or conference*, then click *Next*.

New Portfolio Entry Wizard

New Portfolio Entry


What type of entry do you want to include in your portfolio?

Outside workshop or conference 

College course

Other

Click Next > to continue.



Select the Start and End date of training.

Entry Start Date

Enter the date when this entry began:

September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7	8	9	10	11

Select the starting time for the entry:

08 : 00 AM

Entry End Date

Enter the date when this entry concluded:

September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7	8	9	10	11

Select the ending time for the entry:

04 : 00 PM

If District Credit is going to be requested, select Yes.

District Credit

Would you like to request district credit for this entry?

Yes
 No

Select At a later time, after I modify the entry, in order to attach your certificate. Click Finish.

Finish

Submit Request for Credit

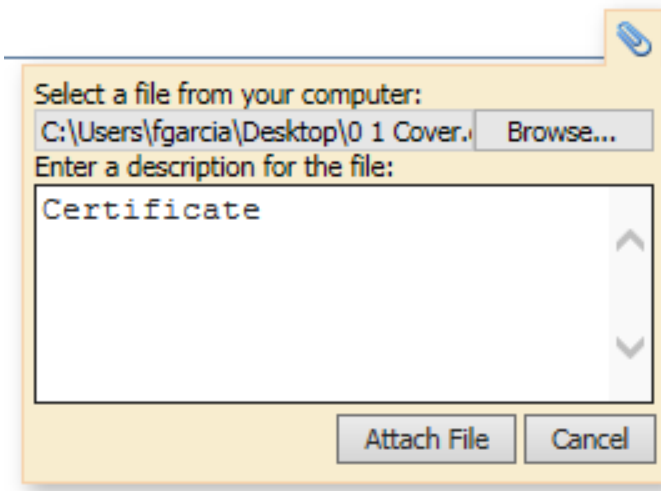
Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

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

Find the entry you created, select it, then click on the Notes tab. Find the paper clip on the bottom right hand corner and click on it.

The screenshot shows a software interface for managing a portfolio. On the left is a sidebar with a 'My Portfolio' section containing a list of entries. The entry 'Test Entry' from September 16, 2014, is highlighted. The main area shows the details for this entry, including a 'Notes' tab which is currently active. In the bottom right corner of the interface, a paper clip icon is circled in red, indicating where to click to attach a file.

Select the Browse button, then look for the certificate (must be PDF format) and insert it. Enter a description for the attachment, and click attach file.



Click Save, then Submit for Approval.

