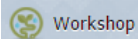## Entering Non-PISD Courses/Workshops/Sessions into your Portfolio

Workshop After logging into your eduphoria account, choose Workshop

Course Registration — Click on "My Portfolio"
My Portfolio

Portfolio Options

Add New Portfolio Entry — Click on "Add New Portfolio Entry" (bottom left corner)
Add New Certification

- Outside workshop or conference
- Request for district professional development level
- College course
- Other

Choose the appropriate category and then click **Next >**

Title:
String Art Fundamentals for Geometry Teachers

Description:
I took this class offered at Rice University

Start Date: June 2016
End Date: June 2016

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

Enter the appropriate title, description and date/time for which you are requesting credit.

Click **Next >**

Credit Type	Hours
Effective Teaching Practices	0
General Staff Development	0
Gifted and Talented Foundational Training	0
Gifted and Talented Update	0
Off Duty Hours	6
Paraprofessional (Off Duty)	0
Paraprofessional (On Duty)	0
Texas SBEC CPE	6

Comments about the credit request:

I took this during the summer -
it will allow my students to receive tactile experiences
with Geometrical concepts.

Enter the number of hours for which you are requesting credit. You may choose multiple credit types if appropriate.

ETP Credit is approved by the Coordinator of Professional Development; Gifted and Talented Credit is approved by the Coordinator of Advanced Academics. All other credit types are approved by your campus principal or department supervisor.

Comments are optional (but can be helpful for your credit approver to make an informed decision on whether to grant or deny credit)
Click **Next >**

Choose File — String Art -...tendance.pdf

Description:
here is my certificate of attendance

You MUST attach a certificate of attendance or some other documentation proving your participation – Click "choose file', then locate and select the appropriate file.
Click **Finish**

Save | Submit for Approval | Delete Entry

String Art Fundamentals for Geometry Teachers
I took this class offered at Rice University

Entry Details | Notes and Attachments | Credit Requested

ⓘ Credit has not yet been requested for this entry.

At this point you can edit (and re-save), delete or Submit your submission. Once you submit your request you will no longer be able to edit this request.

You MUST click the "Submit for Approval" button for your request to be processed!

Your principal or supervisor will NOT receive any notification of your request, so it is a good idea to send them an email notifying them that your request is awaiting their approval.