

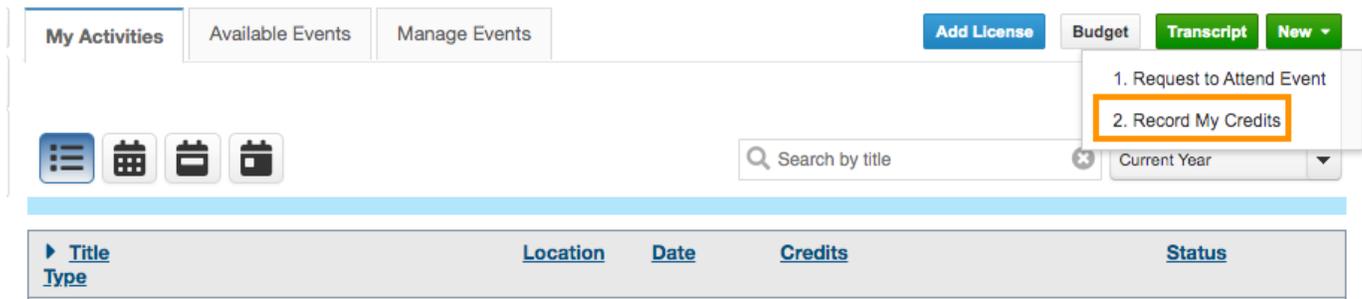
RECORD MY CREDITS

Users have the ability to **Record My Credits** for out-of-district PD events that **are NOT already** in Teachpoint PD Tracker. You may use this form if you **have not requested for reimbursement or approval** so that you may track **all other** PD activities that you attended. Please use the attachment link to upload your certificates etc.,

Click on the PD Tracking Icon



- Click the  button
- Select **Record My Credits**



The screenshot shows the PD Tracker interface. At the top, there are tabs for 'My Activities', 'Available Events', and 'Manage Events'. To the right, there are buttons for 'Add License', 'Budget', 'Transcript', and a 'New' dropdown menu. The 'New' dropdown menu is open, showing two options: '1. Request to Attend Event' and '2. Record My Credits', with the second option highlighted in orange. Below the tabs, there are icons for a menu, calendar, and document. A search bar labeled 'Search by title' and a 'Current Year' dropdown are also visible. Below the search bar is a table header with columns: 'Title Type', 'Location', 'Date', 'Credits', and 'Status'.

- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).
- Enter the number of credits and/or PDPs you have received into the Graduate Credits and/or Professional Development Points.



The screenshot shows a form with the following fields: 'Credits: 0', 'Professional Hours 0', 'Continuing Education Units 0', 'Graduate Credits 0', and 'Professional Development Points'. The 'Graduate Credits' and 'Professional Development Points' fields are highlighted in yellow.

- You may attach your files (i.e. certificates) or web link to this form to track your PD events.

Uploading your certificate:

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Record My Credits Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to **View the Certificate** or **Delete the Certificate**
- Upon clicking **View Certificate**, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.

NOTE: Educators should keep their own records for backup should they be audited by the DESE.