Credit Approval Process Instructions

1. Log into Skyward
2. Click on Employee Information
3. Professional Development (top right)
4. Request
5. Add
6. Fill in required fields:
   A. Grade or subject, Grad Credits
   B. Course dates
   C. Institution (start to type name). **If the Institution is not listed, do not proceed. Contact HR with the institution's name, address, phone number and fax.**
   D. Course title and number
   E. Attempted credits: Type in number of credits that will be earned upon completion
7. Make a selection from the PI34 Standards

Submit for approval (You will receive an email stating that your request has been submitted)* *and immediately* attach *(last selection on the right side of the page) your supporting documents (Copy of program) that is required for approval consideration.

8. Once you receive an email stating that you have been approved from Teri Maney:
   A. Register for the approved course(s)
   B. Attach a copy of the invoice in an email and send to HR ASAP to insure timely payment. **Note: Please include in the email a due date, if one is not indicated on the invoice, or if the due date is within two weeks of your submission.**

9. When course has been completed - Attach grade report in an email and send to HR. HR will write the credits to your profile once the grades are submitted.