EDUPHORIA STRIVE
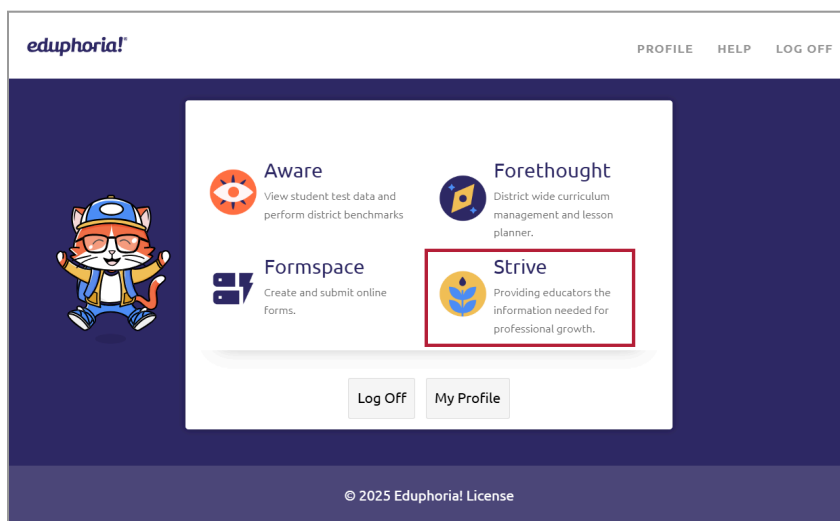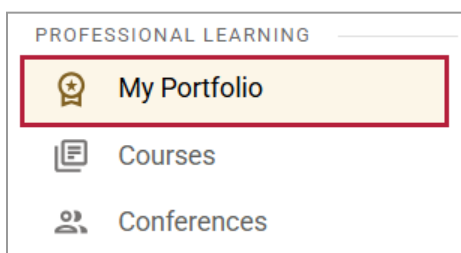
Requesting Outside PD Credit
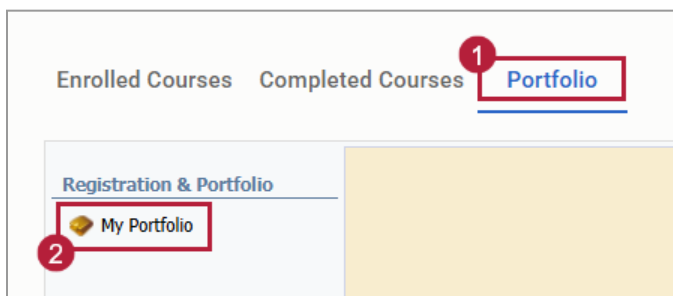
1. Log into **Eduphoria** with your Hays CISD email and password. (direct link: https://hays.schoolobjects.com/)
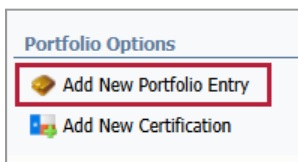2. Choose **Strive** on the dashboard.

3. Select **My Portfolio** on the left menu.

4. Select the **Portfolio** tab. Then, select **My Portfolio** under Registration & Portfolio to view your professional learning portfolio.

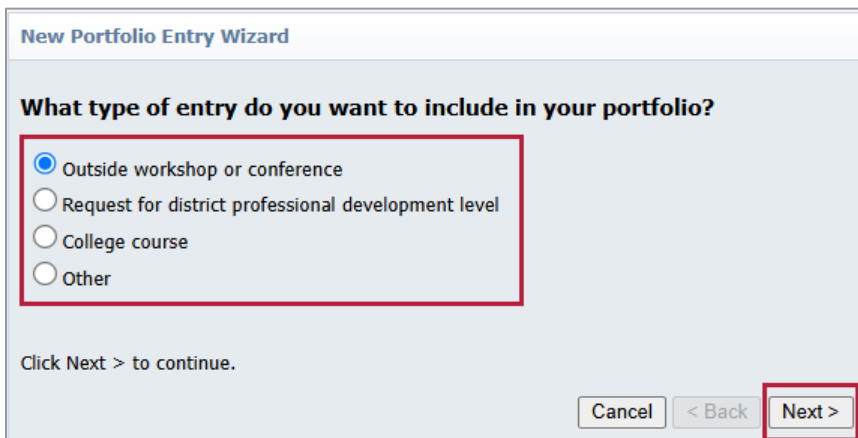5. Select **Add New Portfolio Entry** to start the process.

6. Select **Outside workshop or conference**. Then, select **Next**.

7. Enter the details of the professional learning session, including **Title**, **Description**, **Start Date**, and **End Date** with **Times**, then select **Next**.

8. Enter the number of **Credit Hours** for the **Credit Types**. You can enter hours for more than one credit type. Scroll down to view all available credit types. Optional: Enter comments about the credit requested. Then, select **Next**.
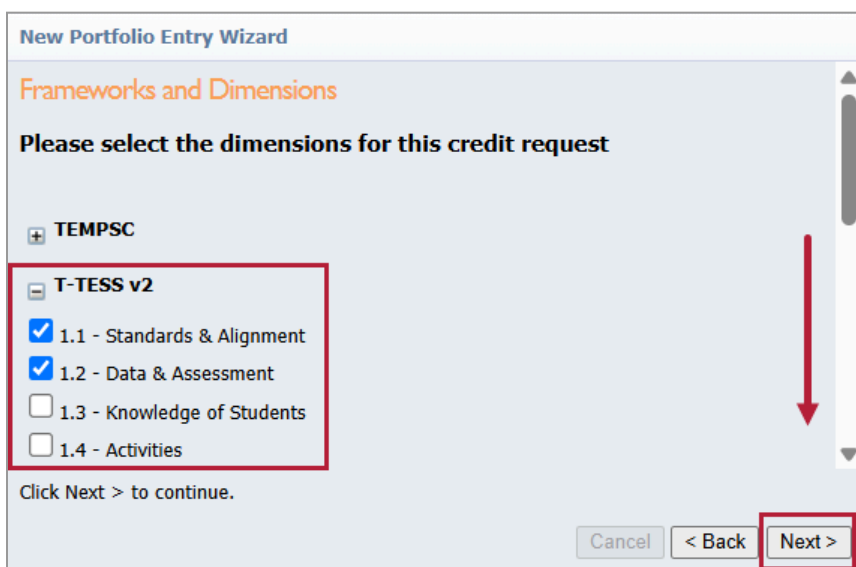

9. Select the plus sign next to **T-TESS v2**, and select specific **Dimensions**. Scroll down to view the entire list, and select as many dimensions as needed. Then, select **Next**.

10. On this screen, you can upload files to verify your attendance, such as a certificate. Select **Choose File**. In the window, navigate to the document, and select the file to upload. Include a **Description** of the file. Up to three files may be uploaded. Once you have uploaded the file(s), select **Next**.

New Portfolio Entry Wizard

Upload Attachments

Choose File | No file chosen
Description:
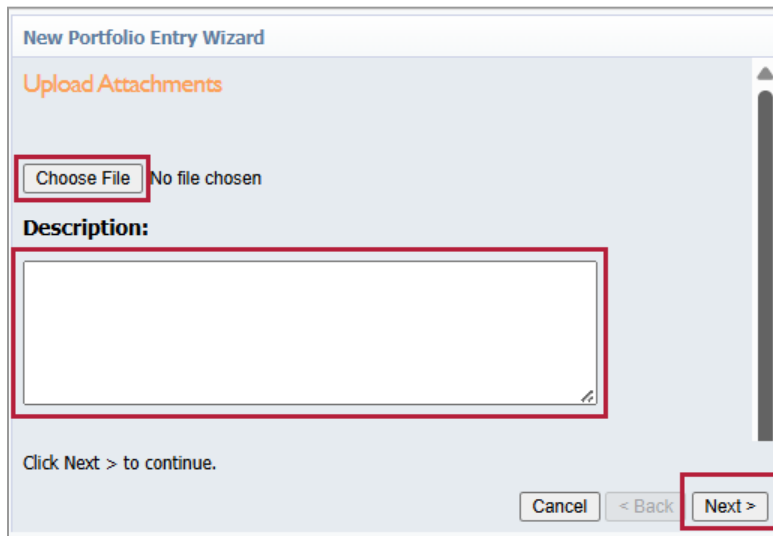
Click Next > to continue.

Cancel | < Back | Next >

10. Select Finish to close the wizard and complete the process. Once you click Finish, it will go through an approval process before it will show as part of your portfolio history. Please note, due to the number of requests entered at the end of summer/beginning of school year, there may be a delay in approvals.

Click Finish to close this wizard.

Cancel | Finish