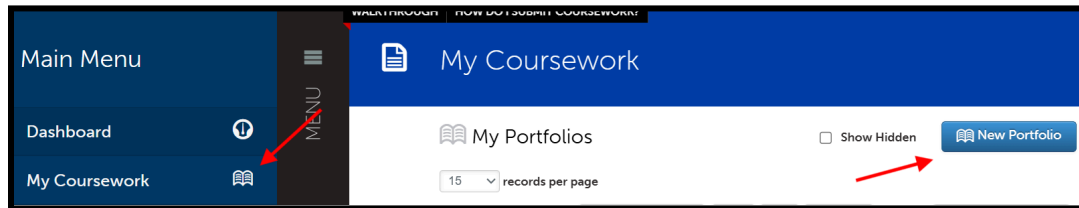
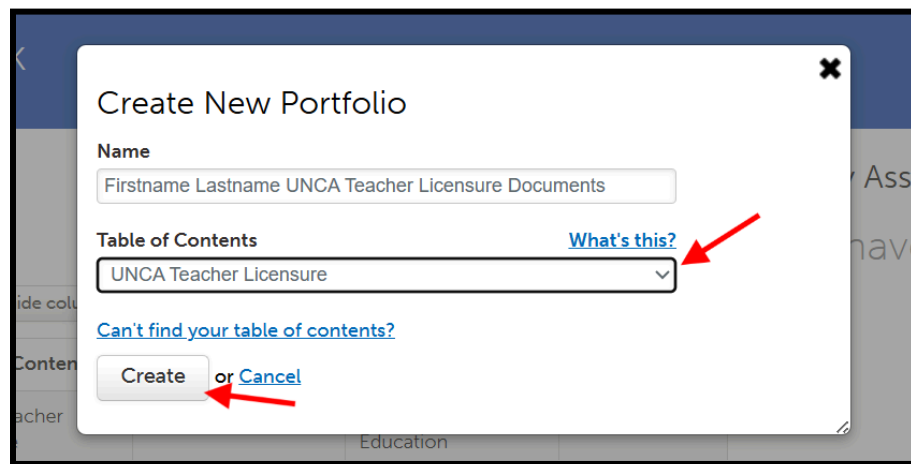


## Submitting the Informal Admit Form

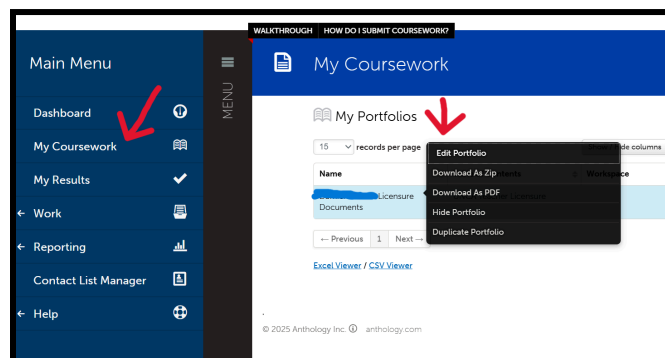
1. Login to [unca.chalkandwire.com](https://unca.chalkandwire.com). You should have received a username and temporary password in your UNCA email (from Anthology). If you did not receive login info, contact [ldanzis@unca.edu](mailto:ldanzis@unca.edu).
2. Click **"My Coursework"** under the main menu on the left side of the screen and click the **blue "New Portfolio"** button.



3. For the Portfolio name, enter your first and last name, and then Licensure Documents. (ex: student Victor Hugo would enter, "Victor Hugo Licensure Documents.")
4. Then click the Table of Contents dropdown menu, and select **"UNCA Teacher Licensure."** Then click **"Create."**

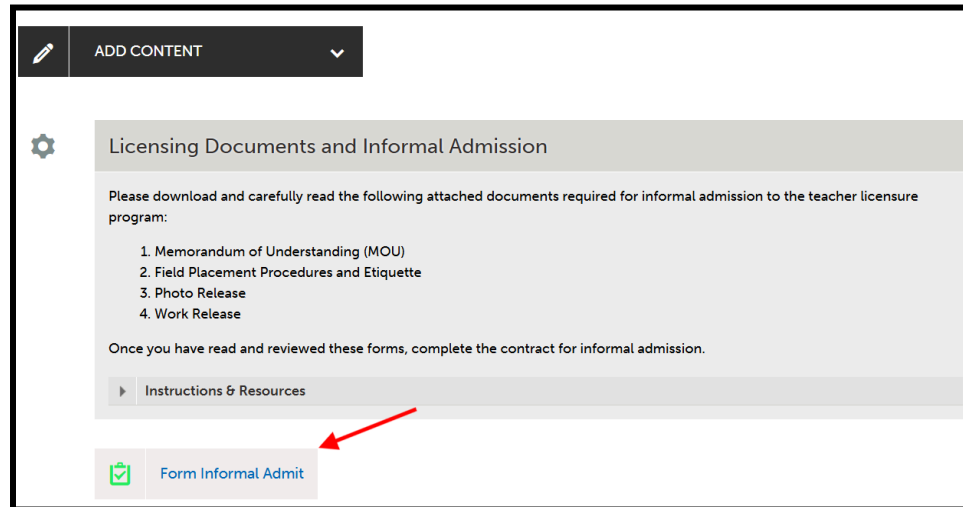


5. Now, under the **"My Portfolios"** tab under **"My Coursework,"** you should see your named UNCA Teacher Licensure portfolio. Click on it, and **then select "Edit Portfolio."**



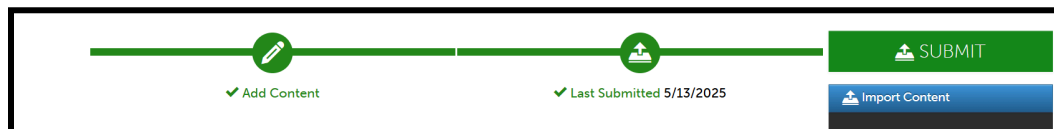
6. **Click "Informal Admit."** You will be taken to a box titled "Licensing Documents and Informal Admission."

7. **Click the “Instructions & Resources”** dropdown menu, and download and **read the following forms:**
  - a. Work Release
  - b. Photo Release
  - c. Field Placement Procedures and Etiquette
  - d. Memorandum of Understanding
8. **Once you have read** these forms, **click “Form Informal Admit.”** It will open a long form for you to fill out, including signature fields indicating that you have downloaded and read the forms.



**NOTE:** For the question “Licensure Area (Secondary)”, you do not have to select another licensure area. If you do not intend to pursue a secondary licensure, please select the option **“None.”** If you do intend to pursue a secondary licensure, please note that you can only pursue one content area at a time (ie, Primary Licensure in 9-12 Social Studies; Secondary Licensure in 6-9 Social Studies.)

9. **Once you have filled out all required fields in the form, click “Save,”** and then scroll back up to **click “Submit.”**



10. You will be prompted to enter the name of an Assessor to submit the work to; enter **the Department Chair (ie Tiece Ruffin)** and select their name when it appears. Once the Department Chair has been selected, **click “Submit.”** **NOTE:** If Dr. Ruffin realizes there is missing or inaccurate information, the form will be returned to you to edit and resubmit.