
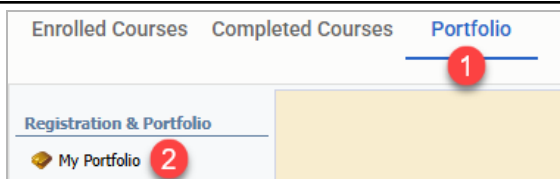
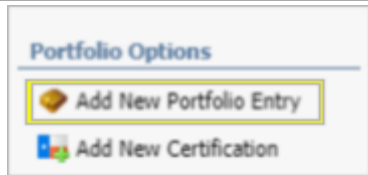
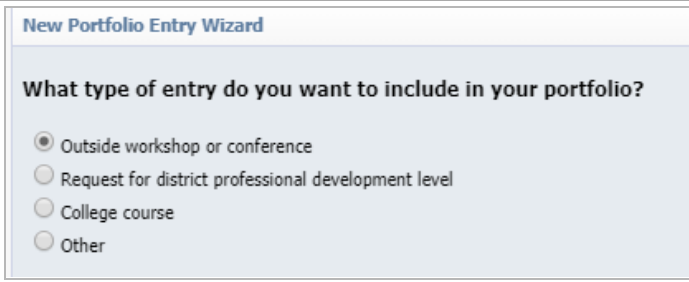



# Outside PD Approval Requests- Teachers

Teachers can submit outside professional development requests for administrators to approve for credit. This is done through the **Strive** application. To do this:

1. Login to Eduphoria, go to <b>Strive</b> > <b>"My Portfolio"</b>	 <p><b>Strive</b> Providing educators the information needed for professional growth.</p>
2. Select <b>"Portfolio"</b> > <b>"My Portfolio"</b>	
3. Select <b>"Add New Portfolio Entry"</b> .	
4. Select the appropriate entry type and click <b>"Next"</b> on the bottom right.  Complete the requested information and choose <b>"Next"</b> .	
5. Select the credit categories appropriate for the PD course (number of hours).  <b>All courses should include the Texas SBEC CPE credit.</b>  <b>Include "Exchange Day" credit, if needed.</b>  Add any appropriate notes regarding the course to help your administrator understand the request.	
6. Attach any certificates or documents necessary.  Choose <b>"Finish"</b> to submit the request to your administrator. They will receive a notification to approve/deny the request.	