## Adding Outside Workshops Attended to
Eduphoria! Workshop portfolio

If you attend any workshop/conference/training OUTSIDE of Hardin ISD, (meaning the course is not already in "eduphoria! Workshop") you should add them to your "eduphoria! Workshop" portfolio. This keeps your portfolio accurate and up-to-date. A few examples of outside workshops are Region IV, a state conference related to your field, Eduhero courses, etc.

NOTE: Before beginning, be sure your certificate(s) supporting your attendance at the workshop are stored digitally in a location of your choice (Desktop, Dropbox, flash drive, etc.).

1. Log in to eduphoria! and open the workshop application.

2. On the Workshop tab, click My Portfolio.

3. In the Portfolio Options section, click Add New Portfolio Entry.
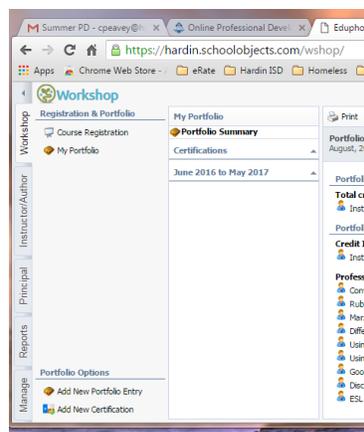
4. Complete the New Portfolio Entry Wizard. First, choose Outside workshop or conference.

5. Click Next.

6. Enter a Title and a Description for the workshop. Select the Start Date and Start Time for this workshop. Select the End Date and End Time for the workshop.

7. Click Next.

8. Enter the number of credit hours (Texas SBEC CPE) associated with the workshop. If you feel additional clarifying comments would be helpful to your approver, enter those comments.
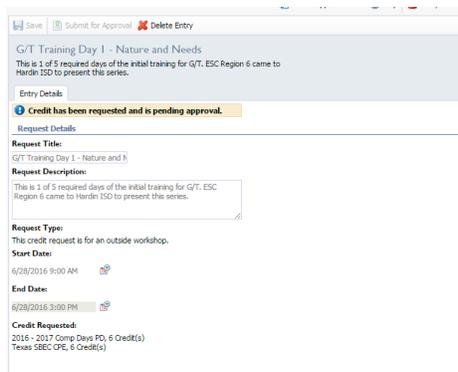

9. Click Next.

10. Now upload your certificate of attendance. Click the Choose File button. Browse to the location of your stored certificate and attach it.

11. Add a description of the certificate. NOTE: If you have additional files to attach, you may add those at this time. Examples would be an agenda or notes from the workshop.

12. Once all necessary changes are made, click Save.

13. Finally, click the Submit for Approval button.

14. Notice the message "Credit has been requested and is pending approval."

THINGS TO KNOW:
1) Your credit request will now be awarded (or denied) at the district level.
2) Credit requests entered without supporting certificate of attendance attached will be denied.
3) eduphoria! will send an auto-generated e-mail stating the award (or denial).
NOTE: It is not necessary to add any workshops attended inside Hardin ISD to your "eduphoria!
Workshop" portfolio. These sessions ALREADY appear in "eduphoria! Workshop" and after attendance is
taken, these sessions will appear in your portfolio.