Create Activity

After you have an approved plan you can then create activities.

1. Click on Create Activity.

Individual Navigation
Employee Profile
View Plan
Create Activity ◄—
Activity List
View Archived Plan(s)
LPDC Guidelines

7. Enter the sponsor of the meeting.

8. If your supervisor needs to approve your activity before it goes to the LPDC for approval then select your supervisor's name in the drop down box. If you do not need supervisor approval then leave the default of None in the box.

9. Enter the Semester Hours, Quarter Hours or CEU Credit earned for this activity. If you struggle figuring what the CEU credit will be for an activity

Leave Supervisor Approval at NONE!!!!

enter the number of seat hours for the activity and it will be converted to CEU Credit when you click Create Activity Request.

10. Enter the description of the activity. You can enter up to 1000 characters and can you click on the ABC icon to spell check this field.

11. Describe how this activity fits with the focus of your plan. You can enter up to 1000 characters and you can click on the ABC icon to spell check this field.

12. Enter any comments for this activity. You can enter up to 1000 characters and you can click on the ABC icon to spell check this field. This field is optional.

At this point you can
- Edit Activity
- Print Activity De
- Submit Activity f

Edit Activity
Will take you back to th
where you can change
date, description, etcB

Print Activity Detail
Allows you to print the
regarding this activity.

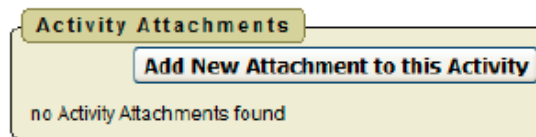When you click on Create Activity Request you will receive the following message.

Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

Submit Activity for App
Will submit the activity
the approval process.
click Submit you will th
attach attendance verif
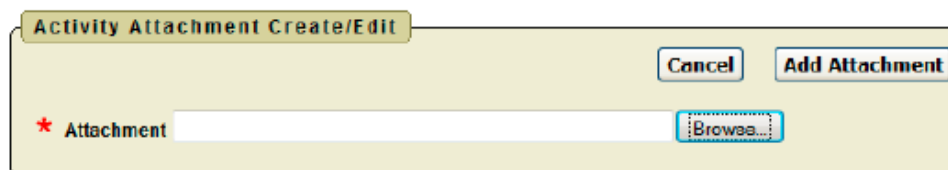the final submission of

Attaching Attendance Verification

Before you submit your activity for approval you can attach your attendance verification to the activity.

13. Click on Add New Attachment to this Activity.

Activity Attachments

Add New Attachment to this Activity

no Activity Attachments found
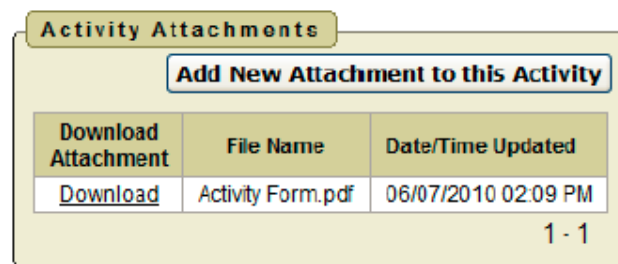
14. Click Browse to locate a copy of your CEU, Transcript, Agenda, Brochure, or Meeting Outline.

Activity Attachment Create/Edit

Cancel   **Add Attachment**

* **Attachment** [_____] [Browse...]

15. Once you have located the file you want to attach click Add Attachment.

16. Once you have added the attachment you will see the attachment displayed.

Activity Attachments

Add New Attachment to this Activity

Download Attachment	File Name	Date/Time Updated
Download	Activity Form.pdf	06/07/2010 02:09 PM

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17. Once you are ready to submit the activity for approval click on Submit Activity for Approval.

Activity Status: Not Submitted

Edit Activity   **PRINT Activity Detail**   **Submit Activity For Approval**

You will receive the message that your activity has been saved and submitted for approval.