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Important PGP Information

1 message

Lindy Ramsey <lramsey@warsawschools.org>

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Reply-To: lramsey@warsawschools.org

To: WCS Staff <wcsstaff@warsawschools.org>

Have you earned outside PGP's? Not sure what to do with them or why you should track them. Well here is the answer.

Teachers need 90 PGP's to renew their license. Strive is Warsaw Community Schools' recommended way of tracking them so when you go to renew your license everything will be in one place.

First you should log in to Eduphoria here: <https://helpdesk.warsaw.k12.in.us/authdistrict/login>

(your login is your username - not the whole email- and password that you use for your email)

Then you will click on Strive and follow these steps.

1. Select **My Professional Learning** on the left side of the screen.
2. Select the **Portfolio** option on the top tab.
3. Select **My Portfolio** in the center to view your professional learning portfolio.
4. Select **Add New Portfolio Entry** on the bottom of the screen to begin the wizard.
5. Select the option for what type of portfolio entry and select **Next**.
6. Enter the workshop details including Title, Description, Start Date and End Date with Times. Select **Next**.
7. Enter the number of **Credit Hours** under the Credit Types. You can enter hours in more than one credit type.
8. Select **Next**.
9. Open the containers for the frameworks to select specific Dimensions. Use the check boxes to select as many dimensions as needed.
10. Select **Next**.
11. If you have any files to upload to verify your attendance such as a certificate or reflection document, select **Choose File** and browse to the document to upload. You can

upload up to 3 files on this screen. Once you have uploaded your documents, select **Next**.

12. Select Finish to close the Portfolio Wizard.

13. Your district may have credit requests that require prior approval before being applied to your portfolio. In this case, you can review and make necessary changes to your credit request and then select the **Submit for Approval** button on the top menu bar.

To watch the Youtube video please click this link: <https://www.youtube.com/watch?v=UOzksb0mr9k&t=1045s>

If you have questions or are having issues logging in to Eduphoria please let me know.

Thanks

Lindy Ramsey
Level 1 Technician
Warsaw Community Schools
Ext 2479

If you need assistance please submit a ticket
<https://helpdesk.warsaw.k12.in.us/authdistrict/login>