1.   *Purpose*

Standard operating procedure for checking personnel PD credit hours

2.   *Scope*

Campus administrators and department responsible for checking PD credit hours

3.   *Prerequisites*

- Administrator rights to run reports in Eduphoria

4.   *Responsibilities*

District personnel need to register, sign the sign-in sheet and take the survey to receive credit

5.   *Procedure*

1. Open Eduphoria Workshop
2. Select the reports tab
3. Select Staff Credit Report
4. Select either:
   a. View Credit by Staff Member
   b. View Credits by Staff Member, including event titles
5. Do not check Credit Types unless you need to limit the query to a specific credit type
6. Select Start Date
7. Select End Date
8. Click "Submit Report"