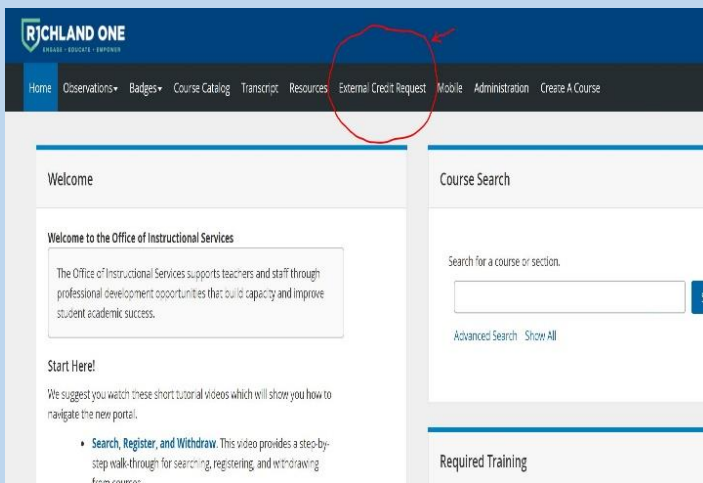
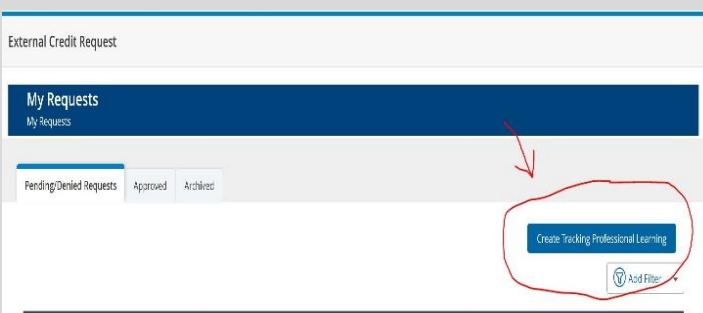


How to Make an External Credit Request on True North Logic



Log into True North Logic. Select 'External Credit Request' from the top menu bar.



Near the bottom right hand of your screen click on Create Tracking Professional Learning.

The screenshot shows the 'Pre-Credit Request Approval' form. The form includes the following fields and buttons:

- Credit request for: MORI, EMELYN
- Course/Event Title *: Columbia Art Museum
- Start Date *: 03/06/2019
- End Date *: 03/06/2019
- Buttons: Submit For Credit Approval (highlighted), Delete This Request, Close

Enter course name or event title and date of the training. Click on submit.

The screenshot shows the 'Submit For Credit Approval' mini window. The window title is 'Submit For Credit Approval'. The main content area contains the following text:

Submit Tracking Professional Learning for Credit Approval

Note:

March 6, 2019
4:30 pm-6:30 pm

Educators from across the state are invited to join the CMA for an evening of art, wine, and nibbles. Carrie Ann Power, standards and learning education associate for visual and performing arts for the South Carolina Department of Education, discusses the new design thinking standards as we preview *A Life with Art: Gifts from Dwight and Sue Emanuelson*. Explore the exhibition galleries, learn about new tour scripts, and try out lesson plan materials focusing on the latest exhibitions. Attendees

body p

Buttons: Submit, Cancel

This will prompt a mini window entitled 'Submit For Credit Approval' to pop up. In this box type (or copy/paste) a description of the course taken. Copy/paste is the easiest because the course will already have a description written out.

Pre-Credit Request Approval Submitted by MORI, EMELYN Academic Support on 04/23/2020

Credit request for:
MORI, EMELYN

Course/Event Title *
Columbia Art Museum

Start Date *
03/06/2019

End Date *
03/06/2019

History

Submitted for Credit Approval on 04/23/2020 by MORI, EMELYN
Evening for Educators
Wednesday
March 6, 2019
Show More

Once you click submit you will see this screen.

RICHLAND ONE CHARTER SCHOOL DISTRICT

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My Requests
My Requests

Pending/Denied Requests ² Approved Archived

Create Tracking Professional Learning

Add Filter

STATUS	COURSE/EVENT TITLE	HOURS	CREDITS	REQUESTED *	DEPARTMENT	REQUESTED FOR EMPLOYEE ID	UPDATED BY	UPDATED	APPROVER
	Columbia Art Museum	N/A	—	04/23/2020	—	2661	MORI, EMELYN	04/23/2020	—

1 results

Not Submitted Pending Credit Approval Declined

You can check on the status of your course by going back to 'External Credit Request'.

1. Will show the course you entered.
2. Will show when the course has been approved.