



How To View/Upload Out of District Certification on Professional Development

To Upload an Out Of District Certification:

1. Go to STC's website (<http://www.southtexascollege.edu>)
2. Click on "Academic Affairs"
3. Select "Professional & Organizational Development"
4. Enter **Email address**. (*campus email address*)
5. Enter **Password** (*campus password*)
6. Go to **My Content**
7. Click on [View/Upload Out Of District Certificates](#)



8. Complete the **Out of District Certification** fields. (*All fields are required*)

Training Dates	
Start Date	End Date
<i>Provide the Start Date of the Training attended.</i>	<i>Provide the End Date of the Training attended.</i>

Certification Name	<i>Provide Certification Name or Name of Training.</i>
CPE Hours	<i>Provide the number of hours this course is worth.</i>
Credit Type	<i>Select the Subject Area(s) of this certification from the "Available Subjects".</i>

Upload Certification:	
* Scan the Certificate to yourself	
* Save it where desired	
* Click on "Chose File"	
* Browse to the location where the Certificate was saved, click "Open"	

Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, tif, pdf, zip, ppt, pptx, xls, xlsx, txt

9. Enter your email address and password (that is used to login to Professional Development System) to digitally sign this certificate.
10. Click on [Upload Certification](#) (once all information above has been entered)

An email is automatically sent to your supervisor. The hours for this Certification will be "Pending" until this has been reviewed and approved by your supervisor.

You will receive an email once the Certification has been approved or denied.

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To View an Out Of District Certification:

1. Go to **My Content**
2. Click on [View/Upload Out Of District Certificates](#)
3. Scroll to the bottom and find “List of Your Certifications”

All Out of District Certifications (that have been submitted) will be displayed.

There are 3 different “Status”:

Pending – You have successfully submitted the Certificate, and is pending for your Supervisor to review.

Verified – You Supervisor has reviewed and approved your Certificate.

Denied – You successfully submitted the Certificate, however, your Supervisor did not approve the item.

View Will display an image of the Certificate that was uploaded.

Delete Will allow you to delete the Out of District Certification.

Reminder: To successfully logout, click on “Welcome *Name*”, and Logout.