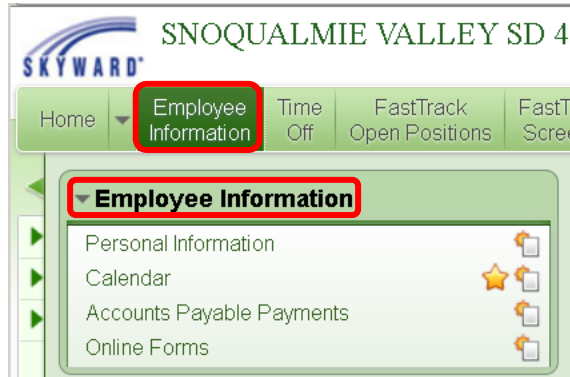
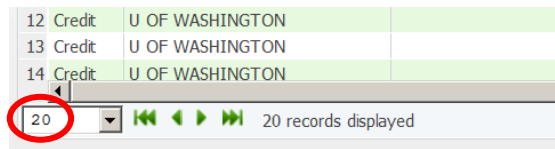


VIEW CREDITS-CLOCK HOURS USED FOR SALARY PLACEMENT

1. Log into Skyward Employee Access.
2. Select Employee Information.
3. Select Personal Information.
(Please note: Your tabs could be different depending on your security permissions.)



4. Select Prof Development under the Personnel area. All credits and clock hours will be listed in a browse screen. Please note that the number of classes shown on the screen is limited by the number of records you have set to display. You can increase the display by changing the records to display at the bottom of the screen.



5. Export the records into Excel (xlsx) for easy manipulation.

