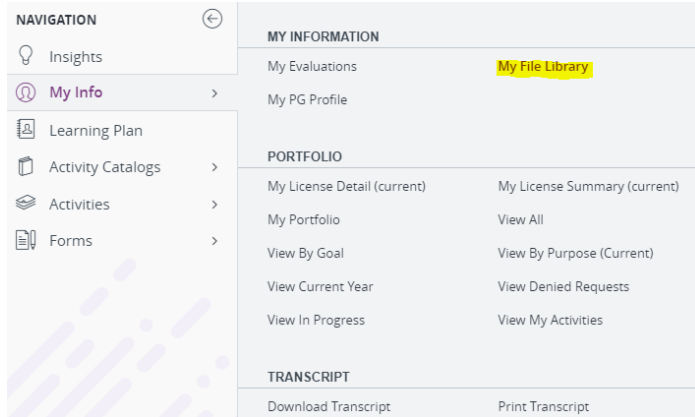


# Step One: Adding a Personal File to the File Library

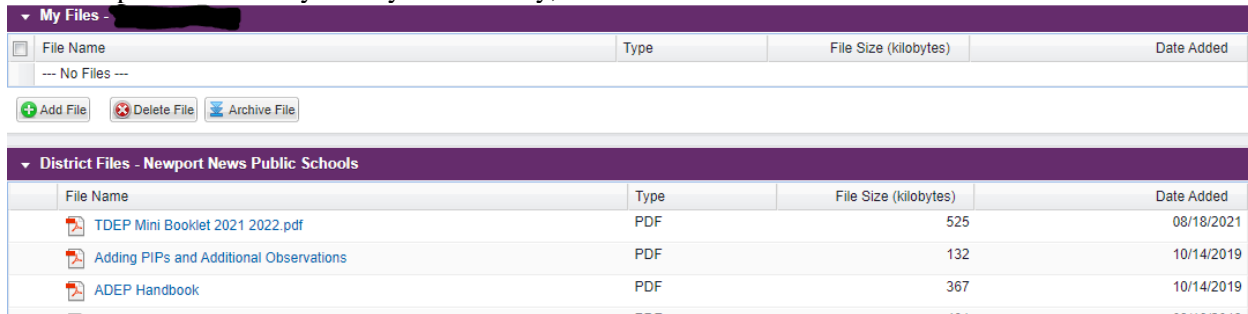
Before attaching a file to a form, you must first upload that file to the "My Library" section. This upload can be completed in a few quick steps, and the library accepts most document types.

Select **My File Library** from your side navigation.

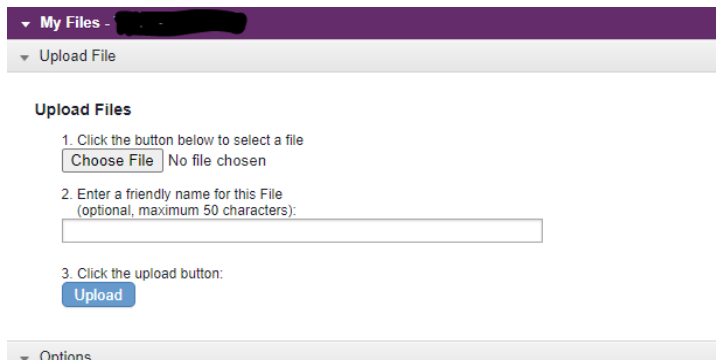


Once opened, you will see a "My Files" and "District Files" section. "My Files" includes any files you already uploaded, and "District Files" displays any district-provided material. Each section lists a file's type, name, size, and upload date.

To add a personal file to your My File Library, click on the **Add File** button.



Next, click **Choose File** to locate the item you want to upload, enter an optional name (under 50 characters), and click **Upload**.



The document will then appear in the "My File" list. Once uploaded, you can check the box and complete the form. This allows the form and the document to be routed together.

# Step Two: To Submit Relicensure Activities

You must submit each certificate separately (**one certificate per relicensure report form**)

Select the Relicensure Report Form or College Credit Request Form from your side navigation

The screenshot shows a side navigation menu with the following items: Insights, My Info, Learning Plan, Activity Catalogs, Activities, and Forms. The 'Forms' item is expanded, showing a list of forms: ACTIVITY PROPOSALS (Activity Proposal), FILL-IN FORMS (College Credit Relicensure Re..., Mentor/Mentee Log (PAY), Mentor/Mentee Log (POINTS)), and Relicensure Report Form, which is highlighted in yellow.

Once opened, you will see the form and the fields. Please complete all required fields and include supporting documentation uploaded in your “My File Library.”

The screenshot shows the 'Relicensure Report Form' interface. It includes a header with the title 'Relicensure Report Form' and a note: 'Used to display previously completed PD imported to PLM. Note: Some details may be missing or incomplete.' Below this is a dropdown menu for 'Please select the Building Level that you work with or work the most with.' The form is divided into several sections: 'Activity Information' (Activity Title, Activity Description, Options), 'Dates' (Start Date, End Date), 'Provider' (Provider, Total Hours), 'Purpose(s)' (Select a Purpose(s) with 'Relicensure' selected), and 'Supporting Documentation' (Please attach proof that this activity has been completed. If submitting a Publication, please attach a copy here. Files must first be uploaded to your personal FILE LIBRARY before they can be attached here. Please attach files here: application - Initial\_Application\_ONLY\_2022.pdf (119K) View). At the bottom, there are 'Submit' and 'Save as Draft' buttons.

Click Submit at the bottom. The form will have to work through the approval process. You can check the status of the form at any time by logging into your Frontline account and viewing your activity log.