How Do I…?

UPLOAD AN ARTIFACT – PROFESSIONAL DEVELOPMENT

1. From the main ‘MY PASS-PORT’ screen, click the gray ‘ARTIFACTS’ tab at the top of the screen.

2. On the ‘ARTIFACTS’ screen, click the blue ‘Professional Development’ link or the green ‘PRO DEV’ button from the menu.
3. On the ‘Professional Development’ screen, click the ‘ADD NEW ACTIVITY’ link.

4. Enter the appropriate information for your Professional Development activity and click the gray ‘Add Activity’ button.