

Skyward Financial

Online Credit Approval

Online Credits Overview

Online Credits Require a Two Step Process

- Part A – Pre-Approval
- Part B – Course Completion and Submission

Pre-Approval Process

MEA teachers need to submit an online request via the Skyward Financial software.

Once the request is submitted, the teacher will receive both an online confirmation email when it is submitted and another email when the pre-approval request is approved.

- Login to Skyward Financial
- Click Employee Access Tab
- Click the 3 buttons shown below



Professional Development Requests for [REDACTED]



Filter Options

| Date Entered ▲ | Status | Institution | Course Title/ Description | Course Number | Start Date | End Date | Credit Attain |
|----------------|--------|-------------|------------------------------|------------------|---------------|-------------|------------------|
|----------------|--------|-------------|------------------------------|------------------|---------------|-------------|------------------|

No records available

Add

Edit

Delete



Submit Completed Professional Development Request

Notes

Attach

https://skywarderma.iscorp.com/?isPopup=true - 0 - 04.09.06.00.01 - Windows Internet Explorer

Home Page | Employee Information | Professional Development | Professional Development Requests | Professional Development Request

Professional Development Request

Requested By: [Redacted]
Date Entered: 08/13/2009
Email Address: [Redacted]@mosineeschools.org
Grade or Subject: English

* Course Start Date: 11/14/2008 Course End Date: 03/29/2009

* Institution: EDGEWOOD COLLEGE 1000 EDGEWOOD COLLEGE DR MADISON WI 53711-1997

* Course Type: Graduate

* Course Title: Courage To Teach

Course Number: ED-666

Credits Attempted: 3.00 Cost of Credits: 0.00

Comments: I hope to complete the entire series and earn a total of 5 credits - one for each retreat.
Maximum characters: 250, Remaining characters: 160

Asterisk (*) denotes a required field

Select GRADUATE for classes that will count toward advancement on the MEA salary schedule. Employees at the MS+48 or BS+66 lane may submit an expense report along with a paid receipt and transcript to apply for the pool of money.

Submit for Approval
Save and Submit Later
Back

This box is optional. Enter cost of credit only if you select OTHER under the course type.

- Click **submit for approval**, after all information is entered.

Waiting for Pre-Approval

Once the request is submitted, the teacher will receive both an online confirmation email when it is submitted and another email when the request is approved.

Course Completion

Once the course is completed....

- Request either a paper transcript or download an electronic version from the University
- If the transcript is a paper copy, scan the transcript to your computer electronically.

NOTE: If you are downloading from the University website, save it as a **.pdf** file to your computer.

- Your name needs to appear on the transcript.
- Login back into Skyward Financial


click here

Exit

MOSINEE SCHOOL DISTRICT

User Name: ROCHELLE SKAAR

Wednesday, January 20th, 2010



Employee Information

click here



Account Master



Budget Management



Purchasing



General Information



Calendar



Payroll



Personal Information



Professional Growth

click here



Growth Request



Class

click here

| Professional Development Activity for [redacted] - Skyward Default | | | | | | | Filter Options |
|--|--------|--------------|------------------|------------------------------|---------------|------|----------------|
| Date Entered ▲ | Status | Requested By | Institution | Course Title/ Description | Course Number | | Notes |
| + 04/08/2009 | APP | [redacted] | EDGEWOOD COLLEGE | COURAGE TO TEACH RETREAT | 666/034 | 11/1 | Attach |

click "+" sign to expand the course you want to add the transcript to

Professional Development Requests for [redacted] - All



Filter Options

| Date Entered | Status | Institution | Course Title/Description | Course Number | Start Date | End Date | Credits Attempted |
|--------------|--------|------------------|--------------------------|---------------|------------|------------|-------------------|
| 08/13/2009 | WFH | EDGEWOOD COLLEGE | Courage To Teach | ED-666 | 11/14/2008 | 03/29/2009 | 3.00 |

Add

Edit

Delete

[Expand All](#) | [Collapse All](#) | [Show Details In New Window](#) | [Modify Details](#) (displaying 2 of 2)

Professional Development Request Master

Submit Completed Professional Development Request

Date Entered: 08/13/2009 Course Start Date: 11/14/2008
 Status: Request Pre-approved Course End Date: 03/29/2009
 Grade or Subject: English Course Credits: 3.00
 Institution: EDGEWOOD COLLEGE Cost of Credits: 0.00
 Course Type: Graduate Professional Development Request ID: 612
 Course Title: Courage To Teach Notes: No
 Course Number: ED-666 Attachments: No
 Comments: I hope to complete the entire series and earn a total of 5 credits - one for each retreat.



Notes

Attach

Approval

| Date | Time | Status | Approval Level | Name/Note |
|------------|------------|----------------------------|----------------|------------------|
| 08/13/2009 | 7:16:36 AM | Pre-approved | Level 2 | LINDA F ERICKSON |
| 08/13/2009 | 7:15:30 AM | Pre-approved | Level 1 | DARLENE M UNERTL |
| 08/13/2009 | 7:14:14 AM | Submitted for pre-approval | | [redacted] |

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Employee Information | Professional Development | Professional Development Requests | Professional Development Request Attachments

Professional Development Request Attachments for Professional Development Request# 612 (2009 Only)

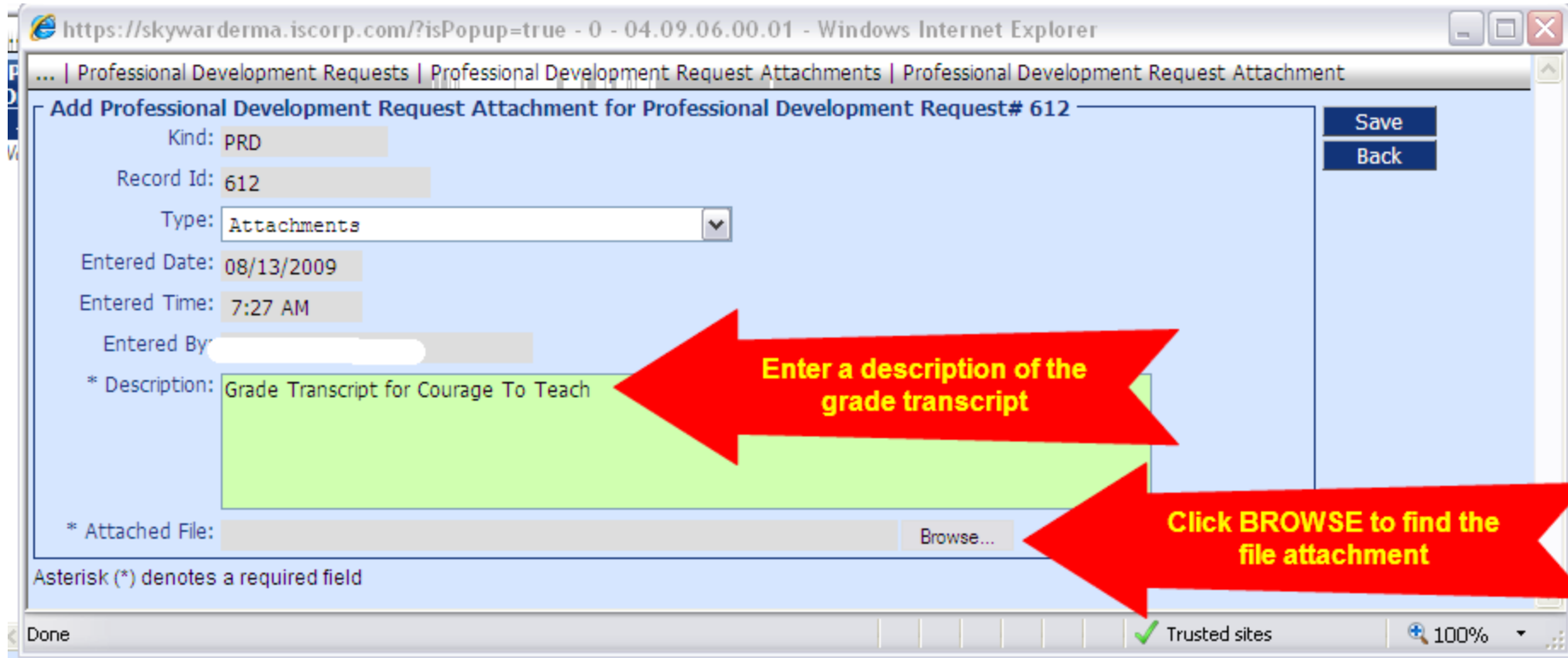
▲

No records available

Click ADD file

- Filter Options
- Add File
- Add Link
- Back

The image shows a screenshot of a web browser window. The address bar contains the URL "https://skywarderma.iscorp.com/?isPopup=true - 0 - 04.09.06.00.01 - Windows Internet Explorer". The breadcrumb navigation shows "Employee Information | Professional Development | Professional Development Requests | Professional Development Request Attachments". The main heading is "Professional Development Request Attachments for Professional Development Request# 612 (2009 Only)". Below the heading is a small upward-pointing triangle and the text "No records available". On the right side, there is a vertical menu with four items: "Filter Options", "Add File", "Add Link", and "Back". A large red arrow with the text "Click ADD file" in yellow points to the "Add File" button.



Click **SAVE** when you are done entering the description and have attached the final transcript.

https://skywarderma.iscorp.com/?isPopup=true - 0 - 04.09.06.00.01 - Windows Internet Explorer

... | Employee Information | Professional Development | Professional Development Requests | Professional Development Request Attachments

Professional Development Request Attachments for Professional Development Request# 612 (2009 Only)

| Kind ^ | Record ID | Type | Description | Entered By | Entered Date | Enti |
|--------|-----------|-------------|---------------------------------------|------------|--------------|------|
| PRD | 612 | Attachments | Grade Transcript for Courage To Teach | | 08/13/2009 | |

Filter Options

- View Attachment
- Add File
- Add Link
- Edit
- Delete
- Back

- The attachment screen will now appear. Verify that the attachment is correct by clicking on the VIEW attachment button.
- You can now click the BACK button.

Click Submit Completed Professional Development Request

https://skywarderma.iscorp.com/ - 0 - 04.09.06.00.01 - Windows Internet Explorer

★ Favorites ▾ | 📄 Notes | ⚙ Preferences | 🗑 Create New Window | 🆘 Help | 🖨 My Print Queue


MOSINEE SCHOOL DISTRICT | User Name: | Thursday, August 13th, 2009

🏠 Home Page | Employee Information | Professional Development | Professional Development Requests | Back

Professional Development Requests for [REDACTED]

| Date Entered ▲ | Status | Institution | Course Title/Description | Course Number | Start Date | End Date | Credits Attempted |
|----------------|--------|------------------|--------------------------|---------------|------------|------------|-------------------|
| 08/13/2009 | WFH | EDGEWOOD COLLEGE | Courage To Teach | ED-666 | 11/14/2008 | 03/29/2009 | 3.00 |

Filter Options
Add
Edit
Delete
Submit Completed Professional Development Request
Notes
**Attach



Click Submit for Approval

0 - 04.10.12.00.03 - Windows Internet Explorer

https://skywarderma.iscorp.com/cgi-bin/cgip.exe/WService=wsermamosineewi/hprdvredit002.w?isPopup=true

Home Page | Employee Information | Professional Development | Professional Development Requests | Professional Development Request

Professional Development Request

Requested By:

Date Entered: 08/19/2010

Email Address:

Grade or Subject:

Course Start Date: 06/21/2010 Course End Date: 08/19/2010

Institution: MARIAN UNIVERSITY- FOND DU LAC

Course Type: Graduate

Course Title: Tech Prep Summer Institute

Course Number: PD1604

Credits Attempted: 3.00 Cost of Credits: 630.00

* Completion Date:

Comments:

Maximum characters: 250, Remaining characters: 82

Click Button

Submit for Approval
Save and Submit Later
Back

Asterisk (*) denotes a required field

Questions

Course Related

- Cheryl Polster @ 693-2530

Transcripts & Grade Report Questions

- Darlene Unertl @ 693-2530