

**APPLYING FOR GRADUATE CREDIT
—VIA YOUR ONLINE PROFESSIONAL DEVELOPMENT PORTFOLIO:**

1. Go to <http://www.teacheruniverse.com>, and **click Login to Professional Development** on the right side of the screen.
2. Be sure all plug-ins are installed correctly. Your system is ready when **4 blue buttons appear** below the Login area.
3. **Login** using your ID and Password. **THEY ARE cASE SEnSITiVe!** (If you have forgotten your Login ID or password, **click the Forgot your Password?** link.)
4. Click the **Portfolio** button on the left side, and then click the **College Credits** button.
5. **Click** the **course/program** you wish to apply to from the Available Program Name list.
6. **Read** all information and **requirements** for the course/program to which you are applying.
7. **Click** the link **Complete** or **Incomplete** next to your Profile. **Review** and **update** all of your personal details.
8. **Click** the link **Request participant confirmation from Teacher Universe**. Be sure you have completed the necessary courses, enter your information, and **click** the **Request verification** button. You will be notified via email within 1 week if you have met the participation requirement, and this area will be marked Complete.
9. **Choose** the Diagnostic and Post Assessment scores you wish to submit, and **click** the **Select** button.
10. **Click** the link **Select a lesson plan from your portfolio** to submit your Lesson Plan and Student Work. Be sure your Lesson Plan has been graded, and note that you may not attach Lesson Plans that do not contain 3 attached files. You can select a different Lesson Plan any time before you complete the final, payment section of your application, but while a lesson plan is attached to your application you can not make further edits.
11. **Click** the link **Select an essay from your portfolio** to submit the 3 required essays. Be sure your essay meets the criteria, **select it**, and then **click** the **Select essay** button.
12. If payment is required for your course/program, **click** the link **Click here to pay** (only available after all other steps are complete). Follow the on-screen instructions to make your payment. When payment has been confirmed, the payment area will be marked Complete.
13. Your complete credit application will be reviewed by your instructor and the crediting institution. When all criteria have been met, you will receive your transcript or certificate via mail. You will also receive notice via email, and your Application Status will be marked Complete.

For additional help, **click** the **Help** button in the top, right corner. Or, **click** the **User Guides and Documentation** link from <http://lms.teacheruniverse.com>. For technical support, **email:** tusupport@riverdeep.net or **call** 1-877-24-TEACH (5 AM - 5 PM PST), and listen for the Technical Support option.



Website: <http://www.teacheruniverse.com/>
Tech Support: *email* tusupport@riverdeep.net *phone* **1 877 24 TEACH**