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.

✓ My Files -						
Туре	File Size (kilobytes)	Date Added				
No Files						
🔂 Add File 🔞 Delete File 📓 Archive File						
Туре	File Size (kilobytes)	Date Added				
PDF	525	08/18/2021				
PDF	132	10/14/2019				
005	0.07					
	Type Type PDF PDF	Type File Size (kilobytes) Type File Size (kilobytes) PDF 525 PDF 132				

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

← My Files -
▼ Upload File
Upload Files 1. Click the button below to select a file Choose File No file chosen
2. Enter a friendly name for this File (optional, maximum 50 characters):
3. Click the upload button: Upload
- Ontions

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

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

NAVIGATION		\bigotimes	ACTIVITY PROPOSALS
Q	Insights		Activity Proposal
0	My Info	>	
D	Learning Plan		FILL-IN FORMS
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Ď	Activity Catalogs	>	Mentor/Mentee Log (PAY)
9	Activities	>	Mentor/Mentee Log (POINTS)
Ð	Forms	>	Relicensure Report Form

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."

Relicensure Report Form				
Used to display previously completed PD imported to PLM Note: Some details may be missing or incomplete.				
Please select the Building Level that you work with or work the most with.	Click To Select V			
Activity Information				
Activity Title				
Activity Description				
	Characters left 2048			
Options	Click To Select 🗸			
Dates				
Start Date (mm/dd/yy)	3			
End Date (mm/dd/yy)				
Provider				
Provider	Click To Select 🗸			
If not on list, enter here				
Total Hours				
Purpose(s)				
Select a Purpose(s)	Relicensure			
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			
Finish				
	Submit Save as Draft			

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.