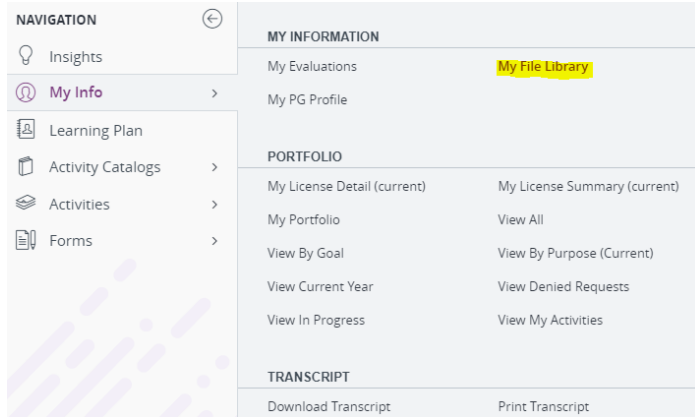


# Step One: Adding a Personal File to the File Library

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.

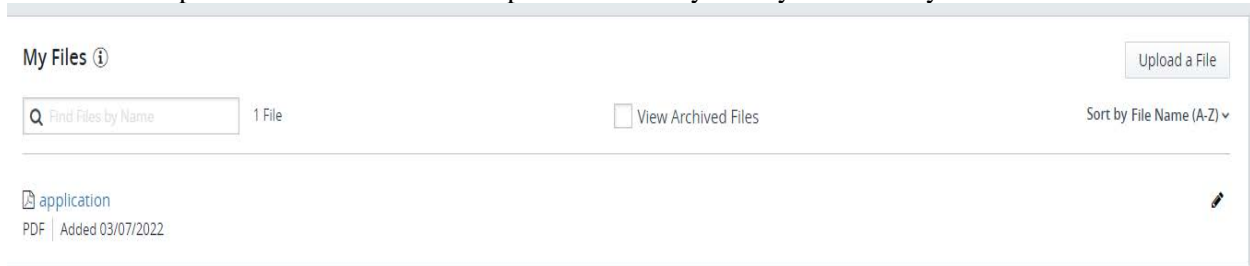
Select **My File Library** from your side navigation.



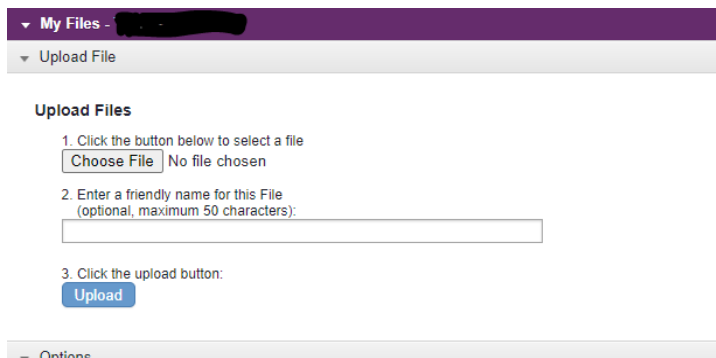
Once opened, you will see a "My Files" and "Organization Files" section.

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

Click on the Upload a File button to add a personal file to your My File Library.



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

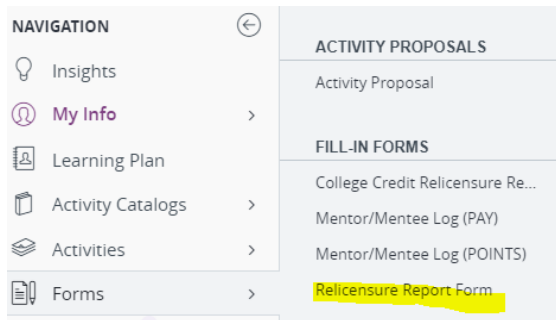


The document will then appear in the "My File" list. Once uploaded, you can check the box and complete the form. This allows the form and the document to be routed together.

# 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



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 displays the 'Relicensure Report Form' interface. At the top, there is a header '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 'Building Level' with the text 'Please select the Building Level that you work with or work the most with.' and a 'Click To Select' prompt. The form is divided into several sections: 'Activity Information' (with fields for Activity Title, Activity Description, and Options), 'Dates' (with fields for Start Date and End Date), 'Provider' (with a dropdown for Provider, a text field for 'If not on list, enter here', and a field for Total Hours), 'Purpose(s)' (with a dropdown for Purpose(s) showing 'Relicensure' selected), and 'Supporting Documentation' (with a note about attaching proof and a file upload area showing 'application - Initial\_Application\_ONLY\_2022.pdf (119k)' with a 'View' link). At the bottom, there is a 'Finish' section with '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.