

### Creating an Activity on MCOECN Employee Kiosk

- Select all licenses/certificates for which the activity is valid.
- **Leave “Approving Supervisor” at the default “None.”**
- After successfully clicking “Create Activity Request,” attach any verification documentation. (You can use the GCCC copiers to scan your documents.)
- Only Equivalent Activities need to be submitted for preapproval.
- Make sure that in the “comment” box you include some reflection on the activity.
- For Public School Works activities, you must follow these procedures:
  - At the end of the school year or the beginning of the next
    - Print the **transcript** for the year
    - Total all valid minutes
    - Divide by 60
    - Write the result on the transcript (e.g.  $230/60=3.8$ )
    - Enter it in the “contact hours” box.
    - Attach the transcript to your Kiosk activity request when submitting for approval.