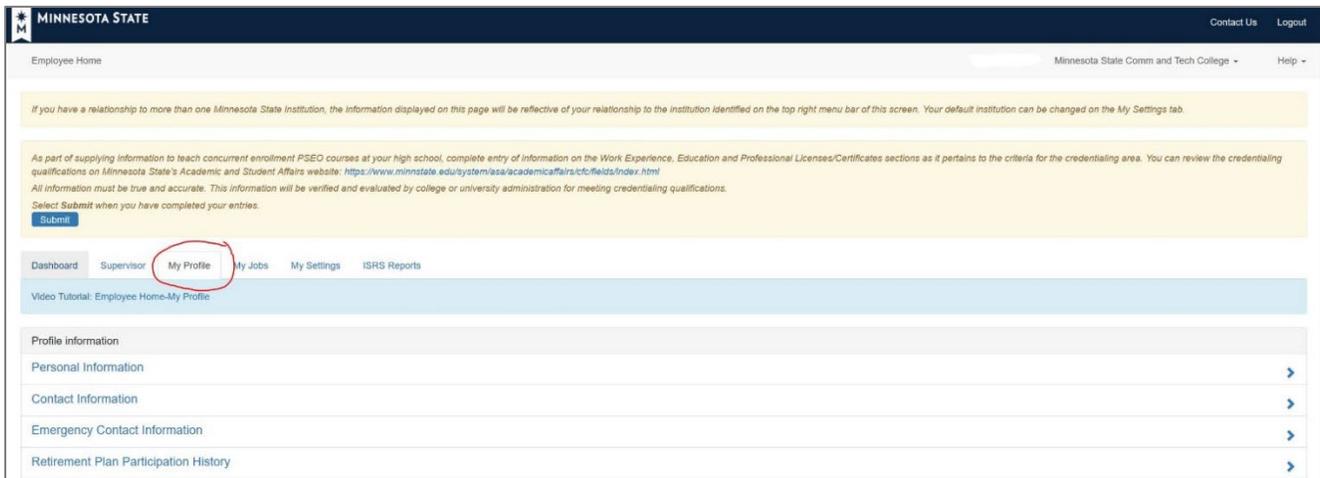




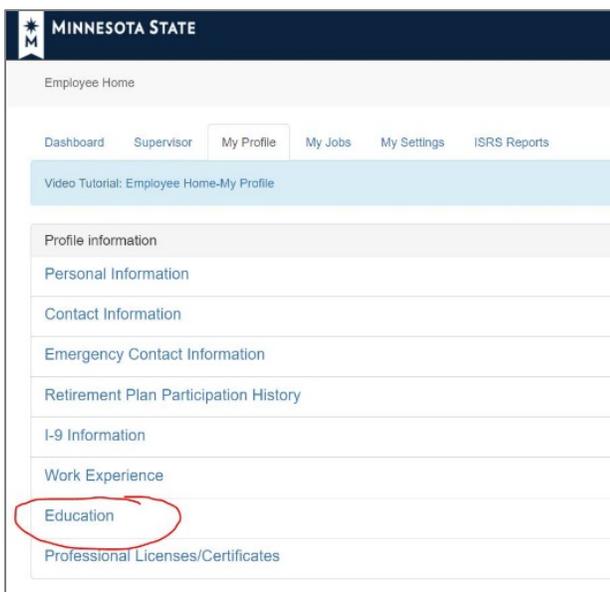
Concurrent Enrollment Program Minnesota State system Credential Entry Instructions

Watch a [video tutorial](#), or follow these steps to enter credentials into the Minnesota State system application.

1. Go to [Minnesota State Employee Home](#) and login with your [StarID](#) and password
2. Go to the **My Profile** tab



3. Click on **Education**



A. Degrees

Click **Add new education information**

Profile information
Personal Information
Contact Information
Emergency Contact Information
Retirement Plan Participation History
I-9 Information
Work Experience
Education
Degrees Courses
No education records found.
<ul style="list-style-type: none">Add new education informationI have no education information to record
Professional Licenses/Certificates

1. If you have completed a degree at a [Minnesota State system institution](#), click “Yes” to “Would you like to import your Minnesota State degrees into your employee profile?”

2. If you have completed a degree at an institution outside of the Minnesota State system, click on “add new education information”

Enter or search for the institution name > Select > fill in required fields > Save

Institution Search
Institution Name
City
State
MN
Search Cancel Clear

Add/Edit Education
*Institution
Saint Olaf College
*Name of institution exactly as it appears on your transcript
Saint Olaf College
<input type="checkbox"/> Foreign (non-US institution)?
*Date Degree Conferred
Example: 12/03/1983
*Degree Level
Degree Level
*Degree level/title exactly as it appears on your transcript
*Degree Major
<Please select>
*Degree major exactly as it appears on your transcript
*Date Major was Conferred
Example: 12/03/1983
Degree Emphasis exactly as it appears on the transcript (if applicable)
Add any additional major and/or minor for this degree after you click Save.
Save Cancel

B. Courses



Click on the **Courses** tab under Education

1. If you have taken graduate courses at a [Minnesota State system institution](#), click “yes” to “would you like to import your Minnesota State courses into your employee profile”

2. If you have taken graduate courses in-field from an institution *outside* of the Minnesota State system:

Add Courses > Search/Enter Institution > Enter Course Information > Save

When you have finished entering all graduate courses in-field, click **Complete**

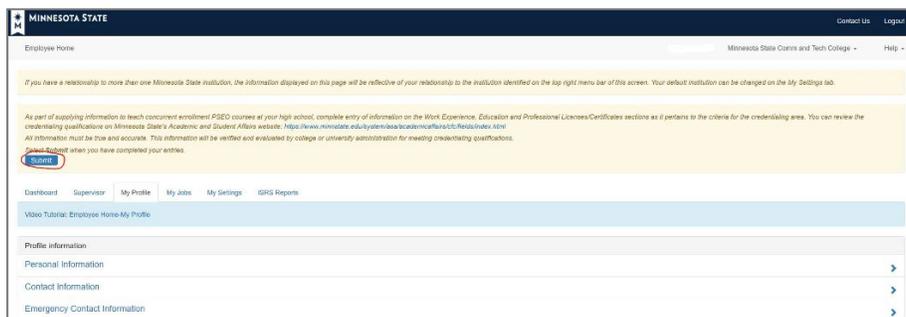
Note: It is only necessary to add courses that are applicable to the [credential field](#) you are teaching concurrent courses in (e.g. ENGL prefix grad courses for CEP English instructors).

A screenshot of a web form titled 'Enter Course Information'. The form has several sections with expandable headers: 'Institution' (with a dropdown menu), 'Subject/Prefix' (with an example 'ENGL or PSY'), 'Course Number', 'Title', 'Year' (with a dropdown menu), 'Term' (with a dropdown menu), 'Term Type' (with a dropdown menu), 'Credits' (with a text input field), and 'Level' (with a dropdown menu). At the bottom of the form are three buttons: 'Save', 'Clear', and 'Complete'.

4. (Optional) Work Experience and Professional Licenses/Certificates

Career and technical education (i.e. MIS, CPTR, ADMS, Medical Terminology) qualifications may consider work experience and/or other licenses or certificates. If applicable, enter work experience and licenses/certificates.

5. Click **Submit** at the top of the webpage when you are finished



6. The K12 team will upload transcripts on file to verify credentials. Results can be checked by going to the My Jobs tab > Evaluations > Minimum Qualifications tab. Email concurrent@minnesota.edu with any questions.