

# 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

MINNESOTA STATE	Contact Us	Logout
Employee Home Minnesota	State Comm and Tech College +	Help +
If you have a relationship to more than one Minnesote State Institution, the Information displayed on this page will be reflective of your relationship to the Institution Identified on the top right menu bar of this screen. Your default Institution can be changed on	the My Settings tab.	
As part of supplying information to treach concurrent enrolment PSEO courses at your high school, complete entry of information on the Work Experience, Education and Professional Licenses/Certificates sections as it pertains to the criteria for the credentic qualifications on Minnesota State's Academic and Student Affairs webate: https://www.minnstate.edu/system/aza/academicaffairsi-for/feds/index.html	aling area. You can review the credentia	ling
All information must be true and accurate. This information will be verified and evaluated by college or university administration for meeting credentialing qualifications. Select: Subart when you have completed your entries. Subarti		
Dashboard Supervisor My Profile My Settings ISRS Reports		
Video Tutorial: Employee Home-My Profile		
Profile information		
Personal Information		>
Contact Information		>
Emergency Contact Information		>
Retirement Plan Participation History		>

## 3. Click on Education

Employee Ho	me				
Dashboard	Supervisor	My Profile	My Jobs	My Settings	ISRS Reports
Video Tutorial	: Employee Hor	ne-My Profile			
Profile infor	mation				
Personal li	nformation				
Contact In	formation				
Emergenc	y Contact Inf	ormation			
Retiremen	t Plan Partici	pation Histo	ry		
I-9 Informa	ition				
Work Expe	erience				
T-dura firm					

#### A. Degrees

#### Click Add new education information

Profile inform	nation
Personal Ir	formation
Contact Inf	ormation
Emergency	/ Contact Information
Retirement	Plan Participation History
I-9 Informa	tion
Work Expe	rience
Education	
Degrees	Courses
No education	records found.
· Add r	new education information
• I have	e no education information to record
Profession	al Licenses/Certificates

1. If you have completed a degree at a <u>Minnesota State system institution</u>, 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	Add/Edit Education
Institution Name	*Institution
	Saint Olaf College
City	*Name of institution exactly as it appears on your transcript
	Saint Olaf College
State	Foreign (non-US institution)?
MN	*Date Degree Conferred
Search Cancel Clear	Example: 12/03/1983
Galiter Galiter	*Degree Level
	Degree Level
	Degree level/title exactly as it appears on your transcript
	₩Degree Major
	<please select=""></please>
	✤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 <u>Minnesota State system institution</u>, 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 <u>credential field</u> you are teaching concurrent courses in (e.g. ENGL prefix grad courses for CEP English instructors).* 

* Institution	
Saint Olaf College	
#Subject/Prefix	
Example: ENGL or PSY	
Course Number	
* Titia	
• Year	
<p(case select=""></p(case>	
* Term	
<please select=""></please>	
₩Term Type	
<please select=""></please>	
Credits	
0.00	
*Level	
<please select=""></please>	

## 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.

MINNESOTA STATE	Contact Us	Logout
Employee Home Menneous State Comm and Tech Colo	ege -	Help -
Type have a relationship to more than one Mitnesola State institution, the information displayed on this page will be related or of your relationship to the institution identified on the top right menu bar of this screen. Your orbital institution can be charged on the My Settings and		
As per of supplying information to leads concurrent enrolment PEDC scores at your logic activity, comparise early of information on the Work Experience, Education and Performant Experience, Education Experien	wiew the	
Databasel Buyerser My Pealle My adde My Sentings 6843 Reports		
Profile information		
Personal information		>
Contact Information		>
Emergency Contact Information		>

## 5. Click <u>Submit</u> 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 <u>concurrent@minnesota.edu</u> with any questions.