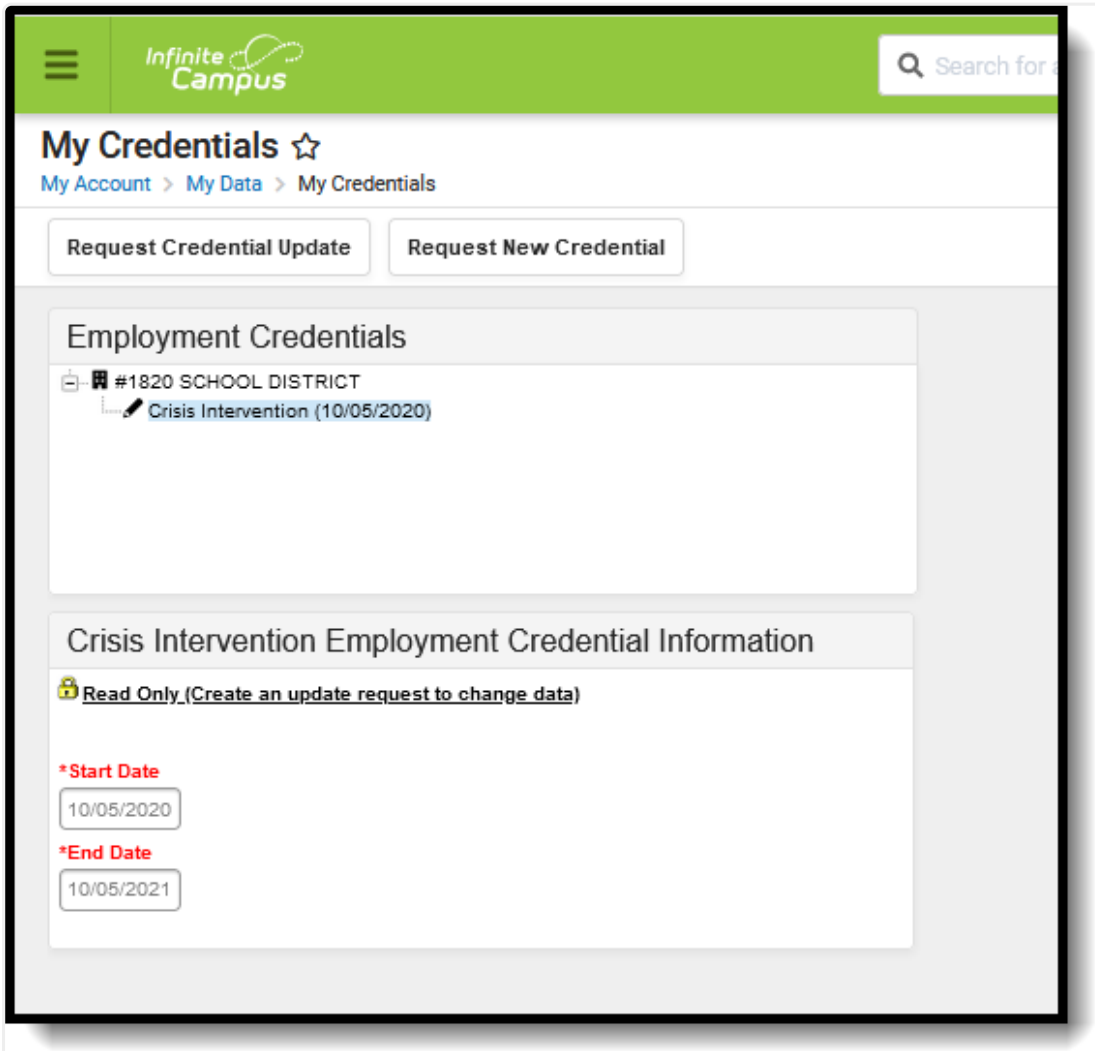
My Credentials

Last Modified on 09/02/2026 2:53 pm CDT

Path: My Account > My Data > My Credentials

The My Credentials tool is used for tracking purposes to determine which courses a staff member might be qualified to teach. Modifications made to this area should follow district or education agency guidelines (e.g., appropriate paperwork). A user can request an update to an existing credential record or a new one. A request to an existing credential record can be made by selecting that record from the Employment Credentials tree.



My Credentials

See the My Data (My Account) Tool Rights article to learn about rights needed to use this and related tools.

Request a credential update

1. Select the **Request Credential Update** icon. A **Credential - Update Record Request** editor will appear.
2. Enter a **Brief Description** for the Credential Request.
3. Enter the modified credential information.
4. Click the **Save Request** icon when finished.

An entry will be added to the My Request tool, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the Message Center. The user may select this link and the My Requests tool will display.

Request a new credential record

1. Select the **Request New Credential** icon. A **Credential - New Record Request** editor will appear.
2. Enter a **Brief Description** for the Credential Request.
3. Select the **Credential Type** from the dropdown list. Appropriate data element fields will appear based on the selected credential type.
4. Enter the new credential information.
5. Click the **Save Request** icon when finished.

An entry will be added to My Requests, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the Message Center. The user may select this link, and the My Requests tool will display.

Credential requests can be viewed from the My Requests tool.