

JOB AID

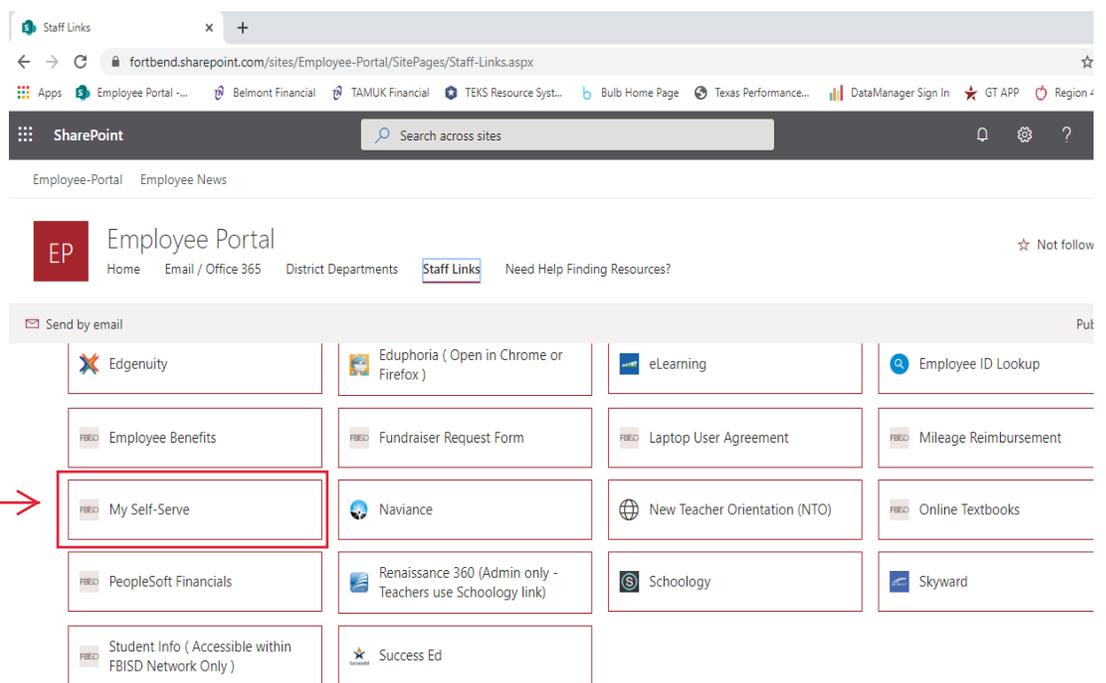
Uploading your Transfer/Out-of-District GT Credentials

The FBISD Gifted and Talented department is using an online-only system for tracking required GT Credentials. By using **My SelfServe**, your GT credentials will be available for you (and your campus) to view at all times. This data connects to your employee ID regardless of campus, roles, and name changes.

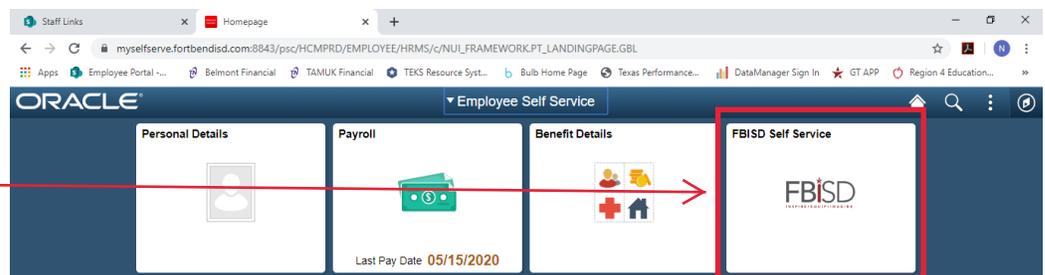
Note: If you signed in on an E-Learning document, you do not need to upload proof of attendance.

Note: This internal data will not suffice as proof of credentialing for outside entities/districts. It is highly recommended that you maintain certificates and transcripts in your personal records.

Log on to My SelfServe using your Network Login Credentials.



Once you have logged in, select FBISD Self-Service



On the left-hand side, there is a menu of options. Choose GT Credentials.

Employee Self Service **FBISD Self Service**

FB - SS Absence Balances

- Ethnic Declaration
- Exit Form
- Employee E-Forms
- Employee Certification
- GT Credentials**

FBISD - Absence Balance

Welcome to your absence balance page! There are some important factors to consider when reviewing your absence balances.

- The balance data reflected below only includes absences taken on or prior to the "As of Date".
- The balance data will not reflect absences in a pending status by your campus/department administrator(s).
- Absence entitlements are given at the beginning of each new school year and are reflected in the Remaining Balance. If an employee separates from the District before the last duty day of the year or begins employment after the first duty day of their work calendar, absence entitlements will be prorated based on the actual days employed during the work calendar.

If you have any questions regarding your absences, please submit an inquiry to [Talent Connection -> Absence Management](#)

Absence Type	As of Date	Remaining Balance
1 GF Local Personal	04/19/2020	0.000
2 GF State Sick	04/19/2020	0.000
3 Local Sick	04/19/2020	0.000
4 State Personal	04/19/2020	10.000

Have your document(s) saved to your computer ready to be uploaded. PDF documents are best.

To begin, you need a **BLANK** line. If you already have data, click the **PLUS** sign **ONCE**.

If you do not have any data, use the line already present.

Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTTM	Loaded by	Attach Cert	
1													

IMPORTANT: You will NOT be able to SAVE with a blank line. If you add too many blank lines, you need to start over. To start over, refresh your screen.

Please read the following steps very carefully to ensure correct entry. Incorrect entries will delay the approval process.

What **STRAND** is your training?

Click the magnifying glass to see options.

Select from the list of options.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				

For Updates – Select **Update** as the STRAND.

For Foundation – Select the STRAND that matches the documentation. To use the SAME document to prove attendance to multiple strands, upload the SAME document for each line.

What **TYPE** of training is this? Use the drop-down to select Update, Foundation or NNPO (for Admin or Counselors)

Choose carefully.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				

Input the correct **DATE** (beginning **and** ending date) for the training. It must be within the correct window for school year.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies	06/14/2018	06/14/2018	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				

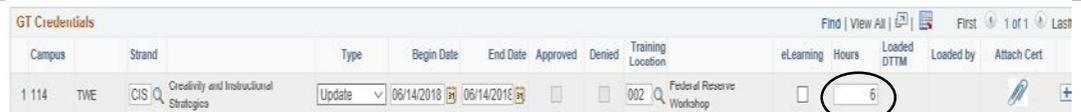
Where was your training **LOCATION**?

Click the magnifying glass for options. Select from the list of options.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies	06/14/2018	06/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	002 Federal Reserve Workshop	<input type="checkbox"/>				

How many **HOURS** is this training? Do not use decimals.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies	06/14/2018	06/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	002 Federal Reserve Workshop	<input type="checkbox"/>	6			

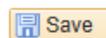
Click the **PAPER CLIP** to Attach your Proof of Attendance. Certificates or Transcripts are accepted.



Campus	Strand	Type	Begin Date	End Date	Approved	Denied	Training Location	eLearning	Hours	Loaded DTMM	Loaded by	Attach Cert
1 114	TWE	CIS Q Creativity and Instructional Strategies	06/14/2018	06/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	002 Federal Reserve Workshop	<input type="checkbox"/>	6			

Remember, if one certificate proves attendance to more than one strand, attach the same certificate for each strand needed.

Click **SAVE**.



REMEMBER: You will NOT be able to SAVE with a blank line. If you add too many blank lines, you need to start over by refreshing the page.

Your documents will be reviewed and you will receive notice via email of the status of your credentials.

Thank you!