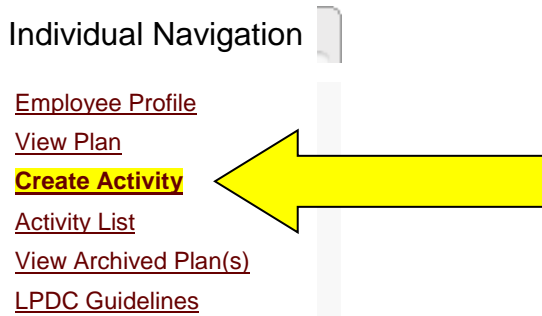


How to Submit Hours on the KIOSK

You must have an approved IPDP before any activities/coursework can be approved and activities must be submitted within 13 months of completion.

1. After logging in to the KIOSK, click on the “**IPDP**” menu at the top of the page.
2. On the left, click on **Create Activity**



3. The **Create Development Activity** screen contains the following:
 - **Activity Name** – name of the workshop or course
 - **Activity Begin Date & Activity End Date** – use the calendar tool for each
 - **Select Plan/Certification** – be sure all your licenses/certificates are checked
 - **Verification Method** (drop down menu) – For our LPDC you may only select **Certificate of Attendance** or **Transcript**.
 - **Provider** – the organization or individual that hosted the workshop or course
 - **Approving Supervisor** – leave this as **None**. Your supervisor doesn't need to sign off on this.
 - **Enter one of the following credit hour fields** – Enter number of **Semester Hours** or **Quarter Hours** if you have a transcript. Enter the number of **Contact Hours** if you have a Certificate of Attendance.
 - **Description** – brief summary of the workshop or course
 - **Activity Focus** – indicate the goal from your IPDP that this supports. Note: You can copy & paste from your IPDP.
4. Click on **Create Activity Request** – bottom right of the screen

5. The new screen will have this message at the top:

Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

Here you can review your request & do any needed editing by clicking [Return to Previous Page](#) at the top left of the Activity Detail.

6. If you wish, you can scan your Certificate of Attendance and attach it to this request. This is NOT required. [Here are the steps to follow if you want to attach a document:](#)
- Scan the document and save it to your computer.
 - At the bottom of the screen under **Activity Attachments**, click **Add New Attachment to this Activity**
 - On the next screen click on **Browse** to find the document that you saved to your computer.
 - Choose the file to upload & click **Open**
 - The file name should appear in the box beside **Attachment**. Click on **Add Attachment**
7. Click **Submit Activity for Final Approval** – this is above the **Activity Attachment** section