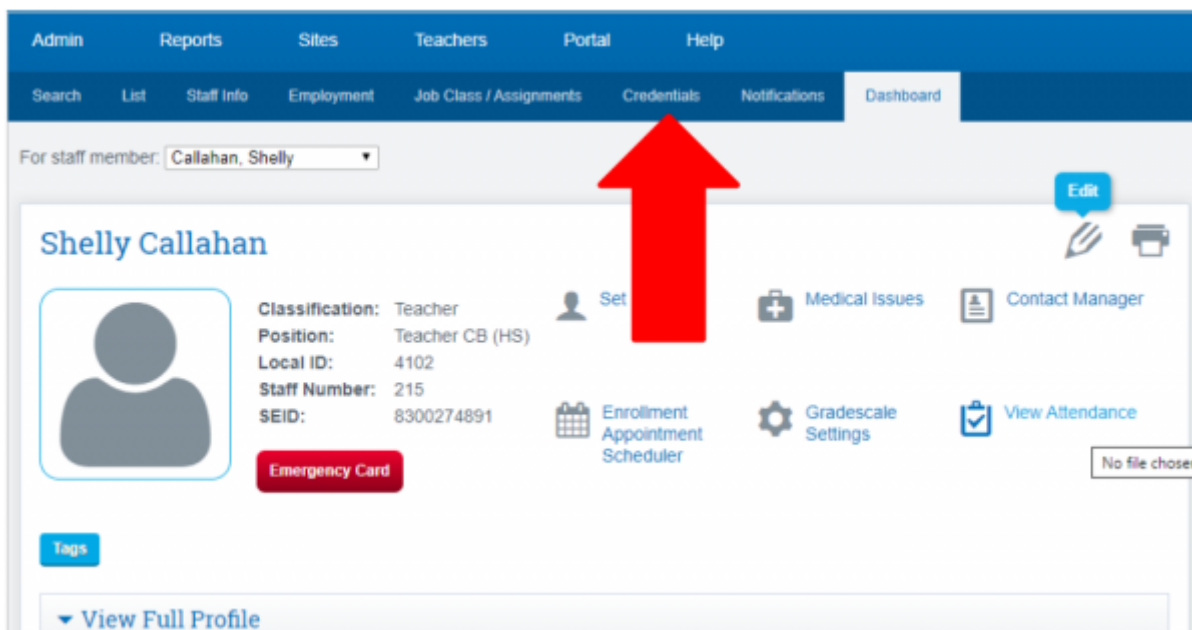


[webinar wednesday](#), [admin essential](#), [staff records](#)

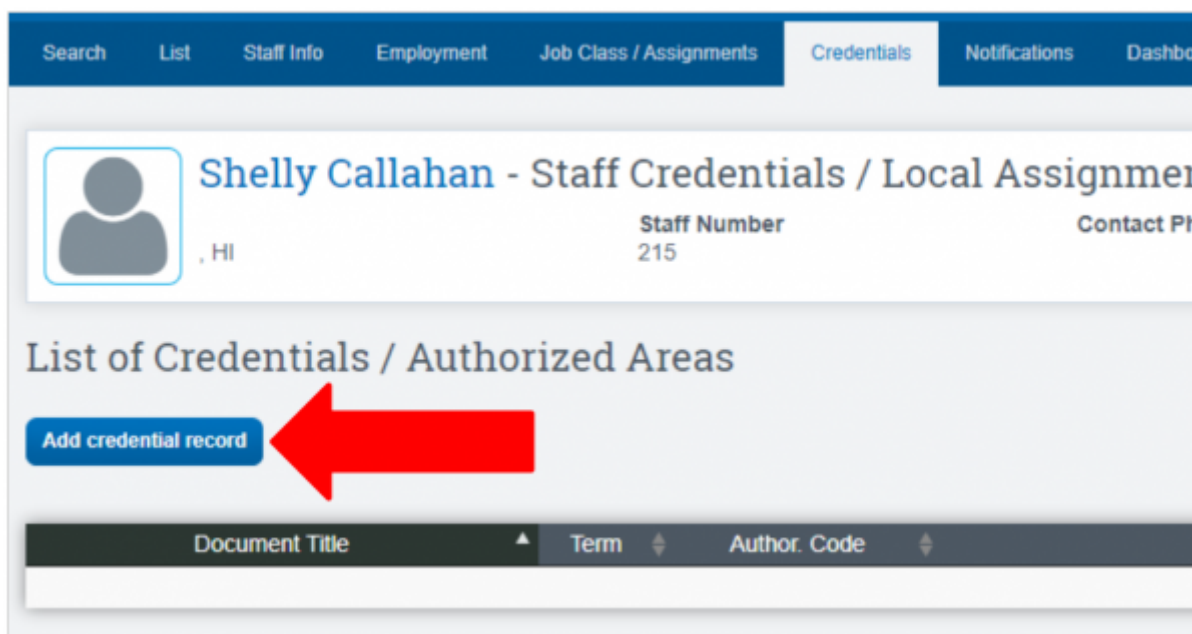
Credential Authorization Data & Local Assignment Options

[staff-credentials-core-course-report.mp4](#)

Step 1: Access Staff Credentials Tab



Step 2: Click on Add Credential Record



Step 3: Enter credential data from CTC document or access CTC for credential data

CTC Link provided [Here](#)

New Document

| | |
|---------------------|---|
| Document # | <input type="text" value="190153059"/> |
| Document Title | <input type="text" value="Single Subject Teaching Cre"/> |
| Term | <input type="text" value="Clear Credential"/> |
| Issue Date | <input type="text" value="08/01/2019"/> (Leave blank for today) |
| Expiration Date | <input type="text" value="08/01/2024"/> (Leave blank if credential never expires) |
| Original Issue Date | <input type="text" value="05/23/1996"/> |

Current Document | All Documents | Adverse and Commission Actions

1 - 3 of 3

| Expiration D | Original Issue Date | Document Title | Document Number | Status | Issue Date | Gr |
|--------------|---------------------|--------------------------------------|-----------------|--------|------------|----|
| > 8/1/2024 | 5/23/1996 | Single Subject Teaching Credential | 190153059 | Valid | 8/1/2019 | |
| 5/1/2024 | 12/2012 | Multiple Subject Teaching Credential | 170056385 | Valid | 5/1/2017 | |

Step 4: Adding Authorization

- Enter the **Authorization Code**, **Authorization Description** will auto populate.
- Then enter **Subject Code** and **Subject Description** will auto populate.
- Enter **Major/Minor** then Click Save or add any additional authorization codes covered then **SAVE**

| Authorization Code | Authorization Description | Subject Code | Subject Description | Major/Minor | Delete |
|----------------------------------|---|----------------------------------|------------------------------------|------------------------------------|--------|
| <input type="text" value="R1A"/> | This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject. | <input type="text" value="CCA"/> | Computer Concepts and Applications | <input type="text" value="Minor"/> | |

| Authorization Description | Authorization Code | Subject Code | Major/Min | Subject Description | Ad |
|--|--------------------|--------------|-----------|------------------------------------|----|
| > This credential authorizes the holder to teach the specific subject or subjects listed as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject. | R1A | CCA | MIN | Computer Concepts and Applications | |

Notice that one document can have multiple authorizations. See below screenshot

Add New Authorization

| Authorization Code | Authorization Description | Subject Code | Subject Description | Major/Minor | Delete |
|--------------------|---|--------------|------------------------------------|-------------|--------|
| R1A | This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject. | CCA | Computer Concepts and Applications | Minor | Delete |
| R1B | This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory* subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below.* | IM2 | Introductory Mathematics | Minor | Delete |
| R1S | This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults. | HSX | Health Science (Examination) | Major | |

Cancel Delete Save

When you have added all authorizations, click the SAVE button and the relevant details will show on the Entry Page:

List of Credentials / Authorized Areas

Add credential record

| Document Title | Term | Author. Code | Authorization Description | Subject Code | Subject Description | Expiration Date | Edit |
|------------------------------------|------------------|--------------|---|--------------|------------------------------------|-----------------|------|
| Single Subject Teaching Credential | Clear Credential | R1A | This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject. | CCA | Computer Concepts and Applications | 08/01/2024 | Edit |
| Single Subject Teaching Credential | Clear Credential | R1B | This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory* subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below.* | IM2 | Introductory Mathematics | 08/01/2024 | Edit |
| Single Subject Teaching Credential | Clear Credential | R1S | This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults. | HSX | Health Science (Examination) | 08/01/2024 | Edit |

Step 5: Local Assignment Options/Authorized Areas

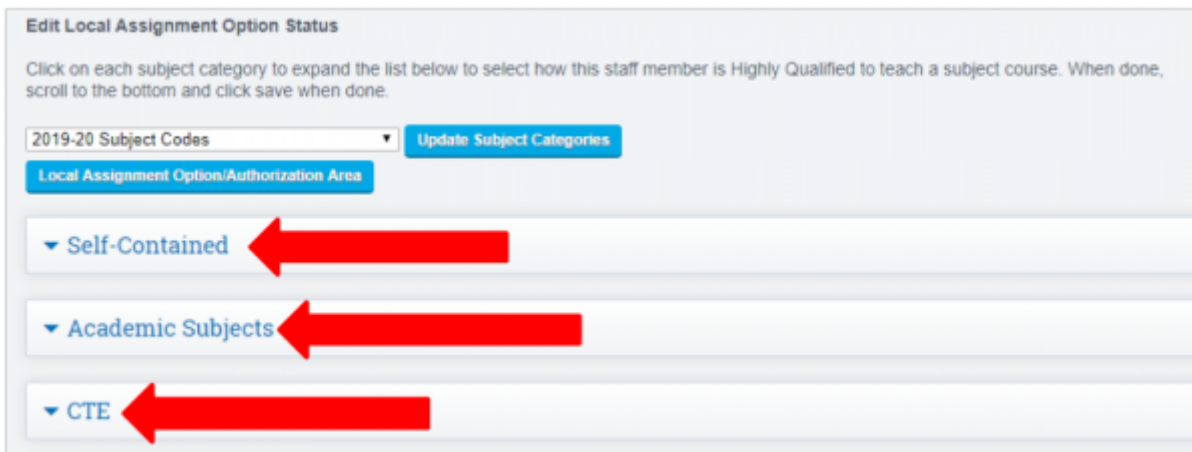
Click on the **Edit Local Assignment/Authorized Areas** button.

Local Assignment Options / Authorized Areas

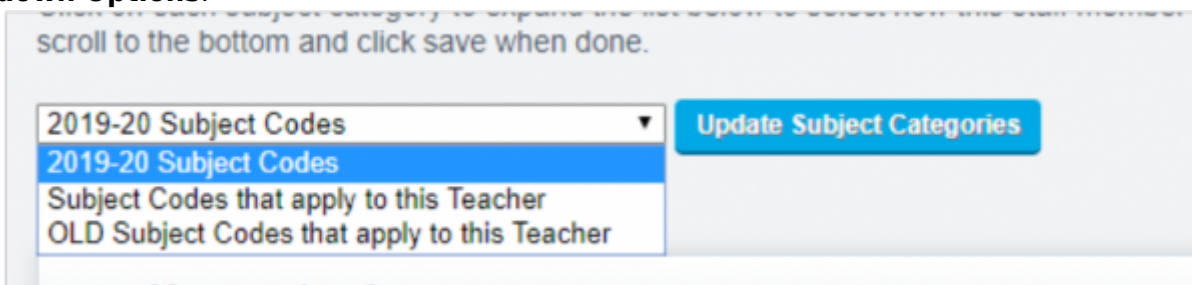
Edit Local Assignment/Authorization Areas ←

▼ **Deprecated Codes** ↔

Default view will show *Deprecated Codes* The page is broken up by **Self-Contained, Academic Subjects**, and **CTE**.



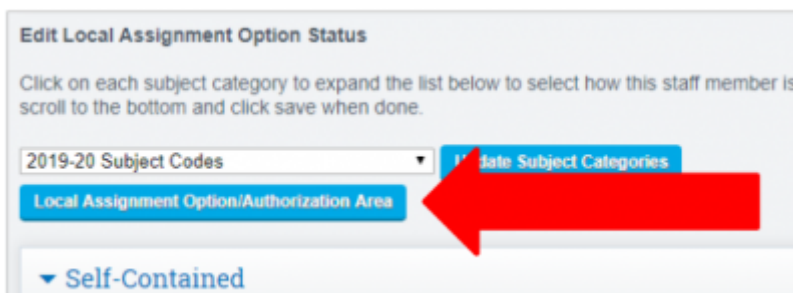
Dropdown Options:



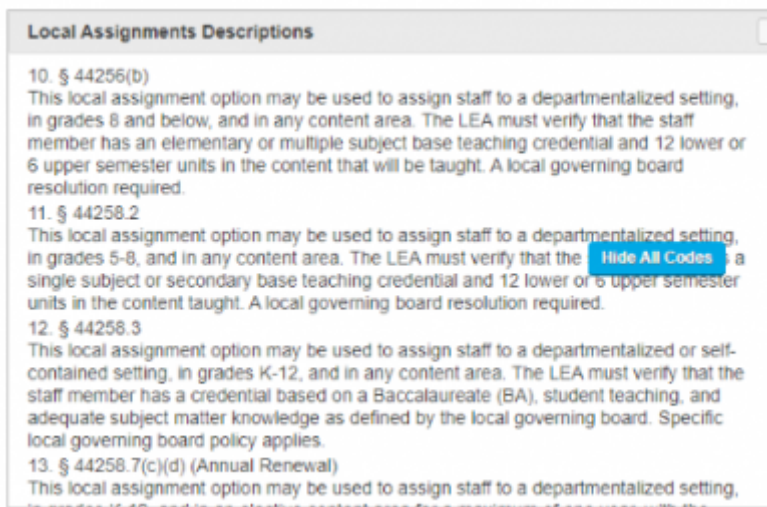
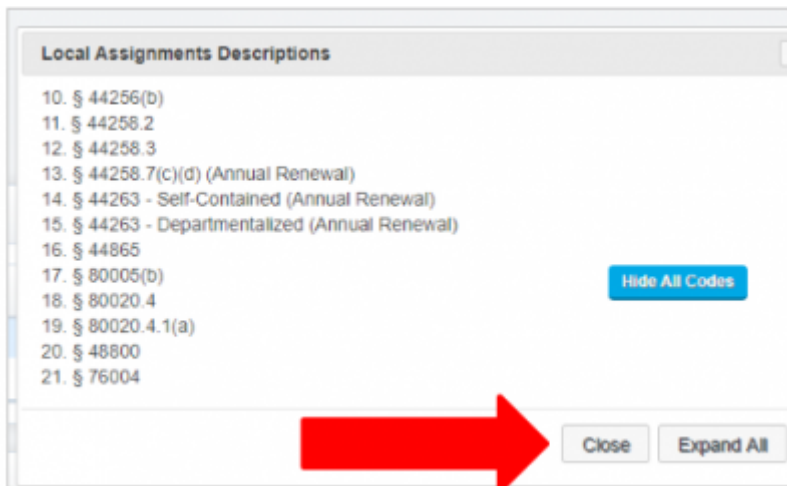
- Default View 2019-20 Subject Codes, this will show ALL new codes
- Subject Codes that apply to this Teacher, will show only codes that are currently in use, i.e. class created under that code.
- OLD Subject Codes that apply to this Teacher, will show the OLD state codes and OLD NCLB authorization such as HOUSSE, VSSP Option.

Page Tools

Local Assignment Option Descriptions can be shown for reference by clicking the **Local Assignment Option/Authorized Area** button.



To expand the codes, click the **Expand All** Button.

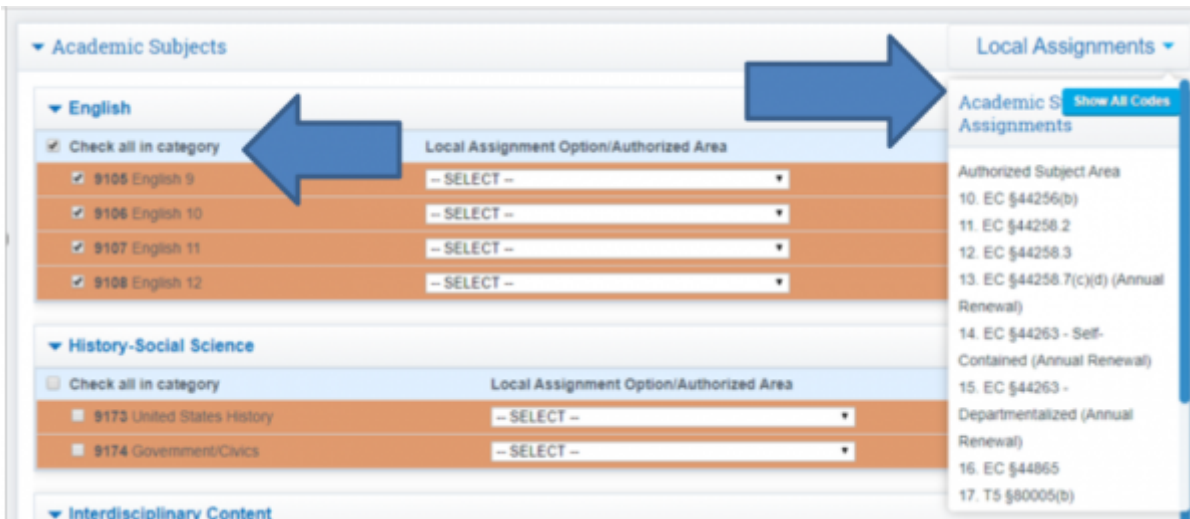


Step 6: Selecting Authorizations

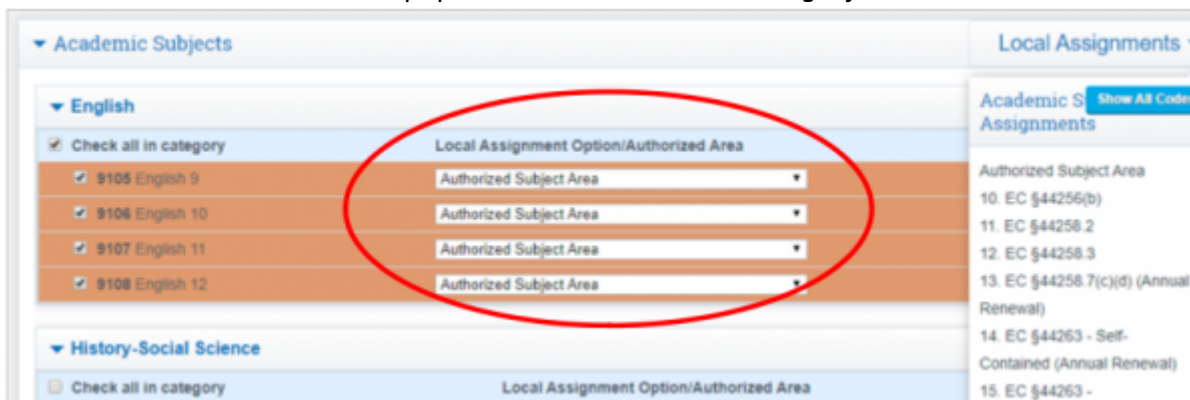
Choose the **Subject Codes that apply to this Teacher** option from the dropdown. Codes that are currently in use will be shown in **Orange** for easy identification.

Select the appropriate authorization for the subject area from the drop down. **Authorized Area or choose a LAO.**

Users can also MASS Select, check the **Check All in Category** box on the left under the subject category and select option from the Local Assignments dropdown on the right.



The Authorization selected will auto populate in all courses in category.



Then **SAVE**.

Local Assignment Option/Authorized Area View

- Closed View



- Open View

| History-Social Science | | |
|------------------------|-----------------------|--------------------------------|
| State Subject Code ? | Subject | Local Assignment Option/Author |
| 9173 | United States History | 16. EC §44865 |
| 9174 | Government/Civics | 16. EC §44865 |

| Interdisciplinary Content | | |
|---------------------------|--|--------------------------------|
| State Subject Code ? | Subject | Local Assignment Option/Author |
| 9218 | Skills Center/Study Skills/College Readiness | 16. EC §44865 |

| Mathematics | | |
|----------------------|----------------------------|--|
| State Subject Code ? | Subject | Local Assignment Option/Author |
| 9243 | Integrated Mathematics III | CREDENTIALLED: Authorized Subject Area |
| 9249 | Algebra I | CREDENTIALLED: Authorized Subject Area |
| 9252 | Algebra II | CREDENTIALLED: Authorized Subject Area |

Security Information

Permission Groups with Access

- Administration - access everything EXCEPT security area
- Human Resources - Enter Staff Credentials and Push
- Root Administrator
- Security Administrator

Security Element: /admin/credentials.php

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials>

Last update: **2021/03/22 19:22**