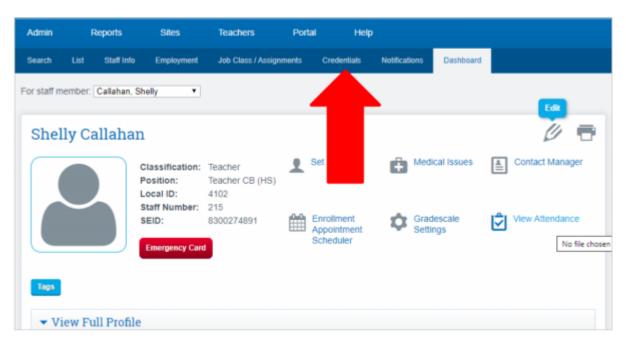
webinar wednesday, admin essential, staff records

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

Search	List	Staff Info	Employment	Job Class / A	ssignments	Credentials	Notifications	Dashboa
		Shelly C	allahan		aff Number		cal Assig c	Jnmen Contact Ph
List of Add crede			s / Autho	orized A	reas			
	De	ocument Title		Term	Autho	or. Code	>	

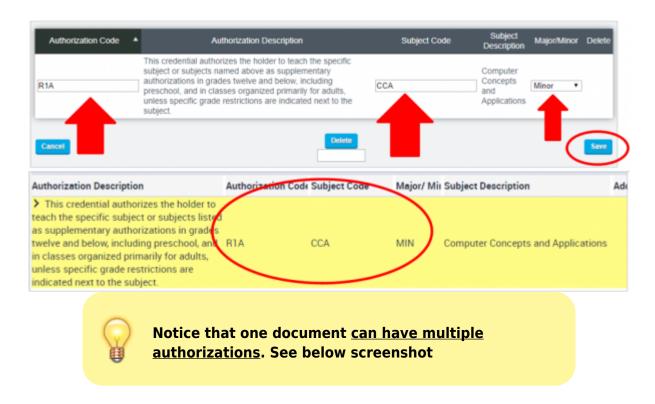
Step 3: Enter credential data from CTC document or access CTC for credential data

CTC Link provided Here

New Document	:					
Document # Document Title	190153059 Single Subject	t Teaching Cre				
Term	Clear Credent			•		
Issue Date	08/01/2019	(Leave blank for to	day)			
Expiration Date	08/01/2024	(Leave blank if cre	dential never exp	pires)		
Original Issue Date	05/23/1996					
Current Document All Doc	uments Adverse	e and Commission Actions				
◀ ▶ 1-3 of 3						
Expiration D Original Issue Date		Document Title	Document Number	Status	Issue Date	Gra
> 8/1/20245/23/1996		Single Subject Teaching Credential	190153059	Valid	8/1/2019	
5/1/20224/12/2012		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



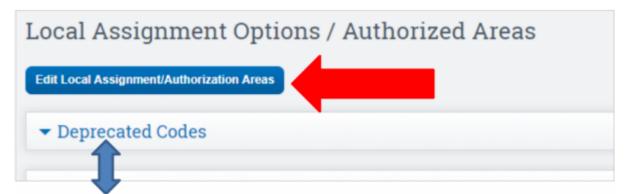
Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Delete
RIA	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	A	Computer Concepts and Applications	Minor	Delete
18	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."		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.	X	Health Science (Examination)	Major 🔹	

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

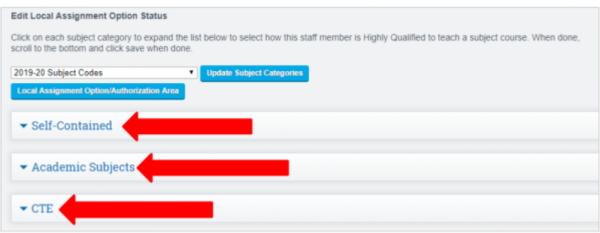
List of Credenti	ials / A	uthoriz	ed Areas				
Document Title	▲ Term	Author. Code ≑	Authorization Description	Subject Code	Subject Description #	Expiration Date	Edit
Single Subject Teaching Credential	Clear Credenti	al R1A	This credential authorizes the holder to teach the specific subject or subjects 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 Credent	al 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 Credent	al 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.



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



Dropdown Options:

croll to the bottom and click save when done.	
2019-20 Subject Codes 🔹	Update Subject Categories
2019-20 Subject Codes	
Subject Codes that apply to this Teacher OLD Subject Codes that apply to this Teacher	

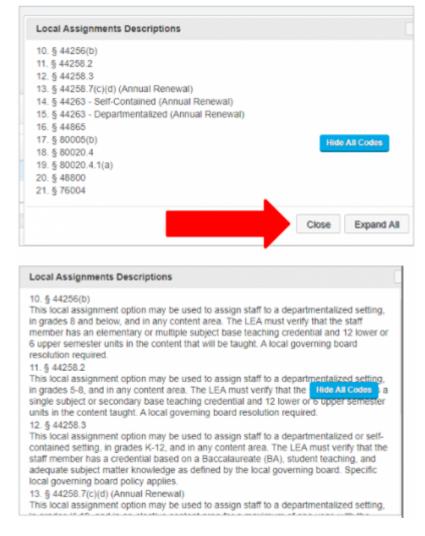
- Default View 2019-20 Subject Codes, this will show ALL new codes
- Subject Codes that apply to this Teacher, will show only codes that are currently in use, i.e. class created under that code.
- OLD Subject Codes that apply to this Teacher, will show the OLD state codes and OLD NCLB authorization such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

bject Codes that apply to this Teacher cal Assignment Option/Authorization Area	Update Subject Categories	
 Self-Contained 		Local Assignm
		94
Check all in category	Local Assignment Option/Authorized Area	
1000 Self-Contained Class	- SELECT -	•
 Academic Subjects English 		Local Assignr
Check all in category	Local Assignment Option/Authorized Area	
9105 English 9	- SELECT -	
9106 English 10	- SELECT -	
9107 English 11	- SELECT -	
9108 English 12	- SELECT -	
Check all in category	Local Assignment Option/Authorized Area	
9173 United States History	- SELECT -	•
9174 Government/Chrics	- SELECT -	

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

	Local Assignment Option/Authorized Area	
	SELECT T	1
	SELECT	
	Authorized Subject Area	1
	10. EC §44256(b)	
	11. EC §44258.2	
	12. EC §44258.3	
	13. EC §44258.7(c)(d) (Annual Renewal)	
	14. EC §44263 - Self-Contained (Annual Renewal)	
-	15. EC §44263 - Departmentalized (Annual Renewal)	
	16. EC §44865	
	17. T5 §80005(b)	
	18. T5 §80020.4	d
	19. T5 §80020.4.1(a)	
	20. EC §48800	
	21. EC §76004	
	Remove Local Assignment	

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.

Academic S Show All C Assignments
ed Area
Authorized Subject Area
 10. EC §44256(b) 11. EC §44258 2
12. EC §44258.3
 13. EC §44258.7(c)(d) (An
Renewal) 14. EC §44263 - Self- Contained (Annual Renewa
Authorized Area 15. EC §44263 -
Departmentalized (Annual
• Renewal) 16. EC §44865

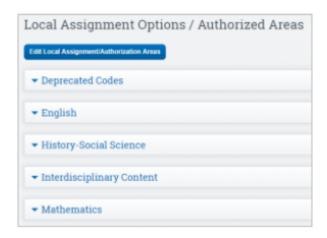
The Authorization selected will auto populate in all courses in category.

		Academic S Show All Co Assignments
Check all in category	Local Assignment Option/Authorized Area	Assignments
9105 English 9	Authorized Subject Area	Authorized Subject Area
2 9106 English 10	Authorized Subject Area	10. EC §44256(b) 11. EC §44258.2
2 9107 English 11	Authorized Subject Area	12. EC §44258.3
9108 English 12	Authorized Subject Area	13. EC §44258.7(c)(d) (Annu
		Renewal) 14. EC §44263 - Self-
		14. EC §44263 - Self-
Check all in category	Local Assignment Option/Authorized Area	Contained (Annual Renewal 15. EC §44263 -

Then **SAVE**.

Local Assignment Option/Authorized Area View

• Closed View



• Open View

Last update: 2021/03/22 19:22	products:admin:credentials https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials
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State Subject Code ?	 Subject 	Local Assignment Option/Au
9173	United States History	16. EC §44865
9 9174	Government/Civics	16. EC §44865
 Interdisciplinary Co 	ntent	
State Subject Code ?	 Subject 	Local Assignment O
State Subject Code ?	Skills Center/Study Skills/College Read	
• Mathematics	Skills Center/Study Skills/College Read	dness 16. EC §44865
9 9218	Skills Center/Study Skills/College Read	Iness 16. EC §44865
Mathematics State Subject Code ?	Skills Center/Study Skills/College Read	dness 16. EC §44865

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

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Permanent link: https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials

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