

Online Expense Portal

QUICK REFERENCE GUIDE

PARAPROFESSIONALS

The screenshot shows a web form for entering expense information for paraprofessionals. The form fields are: Payment Date (text box with placeholder MM/DD/YYYY), Payment Method (dropdown menu), Vendor / Facility (text box), Payment Total (text box with value 0.00), Receipt File (text box with a Browse... button), ParaproName (text box), Applicant Has Verified The Credentials (checkbox), and Parapro Credential Type (dropdown menu). A blue bracket labeled '1' groups the first five fields. An orange arrow labeled '2' points to the 'Applicant Has Verified The Credentials' checkbox. An orange arrow labeled '3' points to the 'Parapro Credential Type' dropdown menu. An orange arrow labeled '4' points to the 'Save' button. A dropdown menu for 'Parapro Credential Type' is shown with the following options: 'Select one', '60 or more college credit hours', 'Associate's degree or higher', and 'Pass 1 of the 3 paraprofessional tests'.

1) Enter the following information:

- **Payment Date:** Select a date from the calendar, or type the date directly into the textbox
- **Payment Method:** How the card was used
- **Vendor/Facility:** Most likely the name of the company providing the service
- **Payment Total:** The amount of the transaction, as shown on the receipt
- **Receipt File:** Please note files cannot exceed 100MB and file names cannot include symbols (“\$#<>/”)
- **Parapro Name:** First and last name of the paraprofessional

2) Confirm that you have reviewed the paraprofessional’s credentials (you will be prompted to upload the credentials once the information on this screen is saved)

3) Select a **Paraprofessional Credential Type** from the drop-down menu

- Transcripts are required for college credit hours
- Test results are required for passing at least one of the following tests:
 - ACT WorkKeys
 - Paraeducator Assessment
 - PRAXIS

4) Click **Save** to proceed

UPLOAD CREDENTIAL

Paraprofessional Credential for Paraprofessional Name

Credential

Credential File

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- 5) Click **Browse** to upload a picture or electronic copy of the paraprofessional's credential
- This button will read, **Choose Files**, for Chrome users
 - Previously-uploaded credentials populate in the **Credential** drop-down menu so that they can be selected in future expense reports
- 6) Click **Save** to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

Note: A new expense entry is required for each payment.