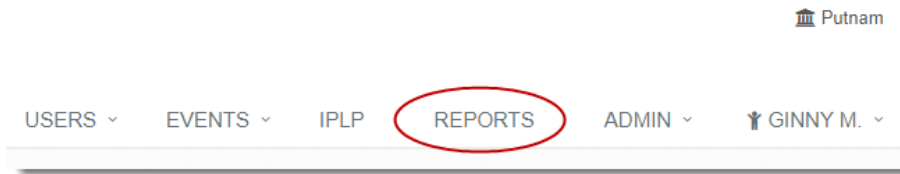


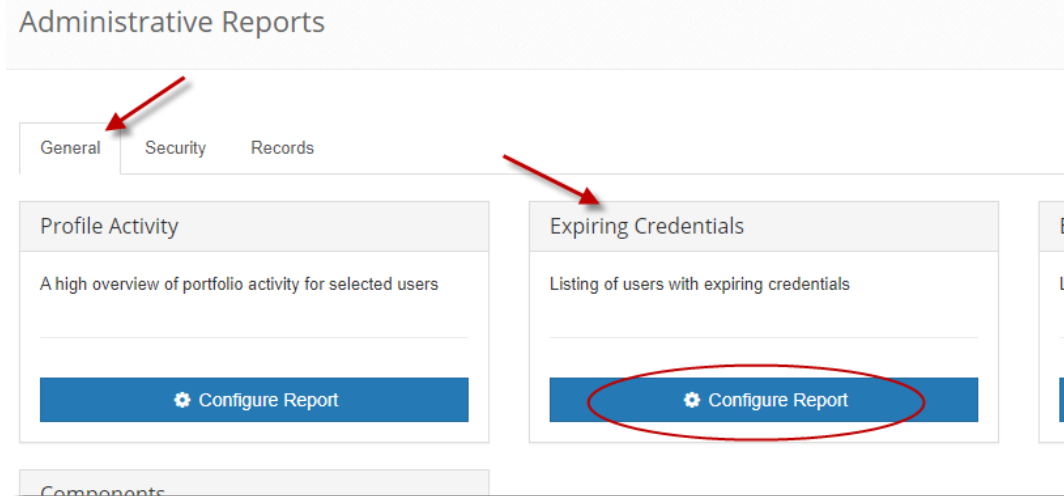
Expiring Credentials Report



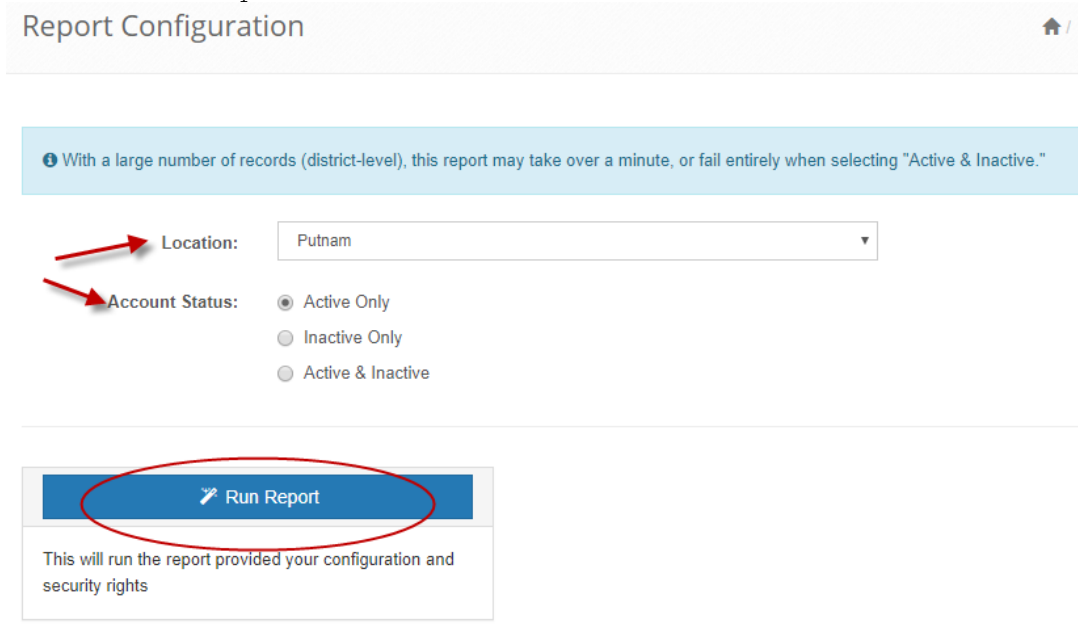
1. From the main page, click the 'Reports' tab.



2. On the Administrative Reports page, the default tab is 'General.' Under this tab, find the Expiring Credentials report and click 'Configure Report.'



3. On the Report Configuration page, select your parameters: Location and Account Status. Then click 'Run Report.'



Expiring Credentials Report



4. A .pdf will generate; click to open it. The report will contain the following information:

- Name
- Email Address
- Location
- Certificate Number
- Expiration Date
 - Includes all certificates and teaching/professional certifications
- ESE
 - Points associated with the ESE requirements (at least 20 are needed)
- Additional Points
 - All other non-ESE points, including bankable and non-bankable areas
- Renewal Status
 - Will read *ready* (all certification requirements are met) or *not ready* (requirements have not been met)
- User Status
 - *Active* or *Inactive*