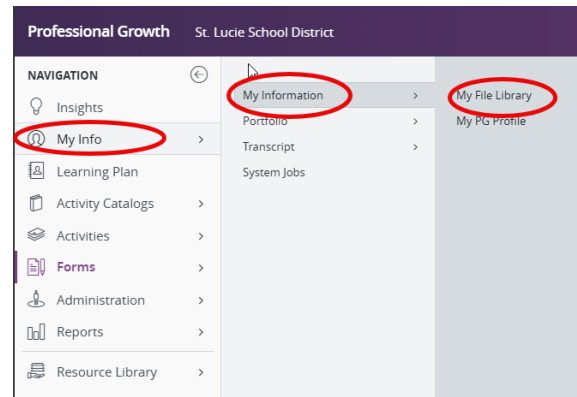


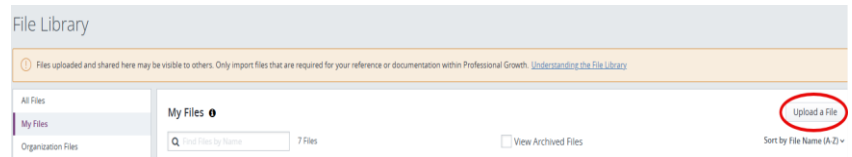
Frontline Instructions:

1. Log into Frontline
2. Click on **My Info**
3. Click on **My Information**
4. Click on **My File Library** to upload your awarded Badges.



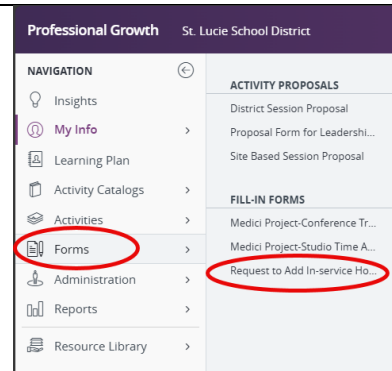
5. Click **Upload File** to select the Badge(s) you wish to upload.

Tip: Enter a name for your badges based on what course/module you completed. This will make it easier to locate for the next steps. ***MAKE SURE YOUR FILE NAME HAS NO SPACES.***



6. Click on Forms from the Frontline Navigation Menu.

7. Click on Request to Add In-Service Hours.



8. Fill in the request form with the information from this module and the number of in-service points you are requesting.

Hours to complete: See number hours listed above.

9. For **component number** select an option from the drop down.

For FELS courses select 507-7507015: Educational Leadership for School Improvement

10. At the bottom of the request form you will see a section to attach your uploaded badge. Select the appropriate badge/file and click **Submit**.