Here are the instructions of how to view your credits in skyward.

1. Go to [Skyward](#)
2. Select Employee Access
3. Login using your first.last name and your email password
4. Select Employee Information
5. Click on Personal Information
6. From the Menu on the left hand side, select Lane/Step History

Please cross reference the credits you have in Skyward and identify semester hours awarded after July 1, 2017, not used for degree(s) and which are relevant to education and/or your assignment. If you believe you qualify for an Education Enhancement please send a copy of your official transcripts/Midas PDF with your completed application for the Education Enhancement to our office. All credits on Midas count toward an Education Enhancement except re-licensure hours. Send forms to Kim McCluskey for Elementary Schools or Shauna Flash for Secondary Schools/ Special ED or ISD, and we will review.

* LETRS training cannot be double counted. You can either have them from a university or Midas, but not both.