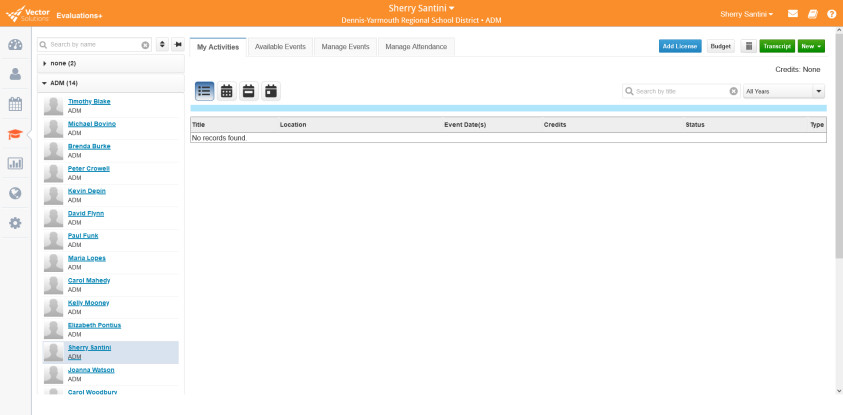
**PD Tracker+ (Vector Solutions)**

**How to Apply for Course Reimbursement**

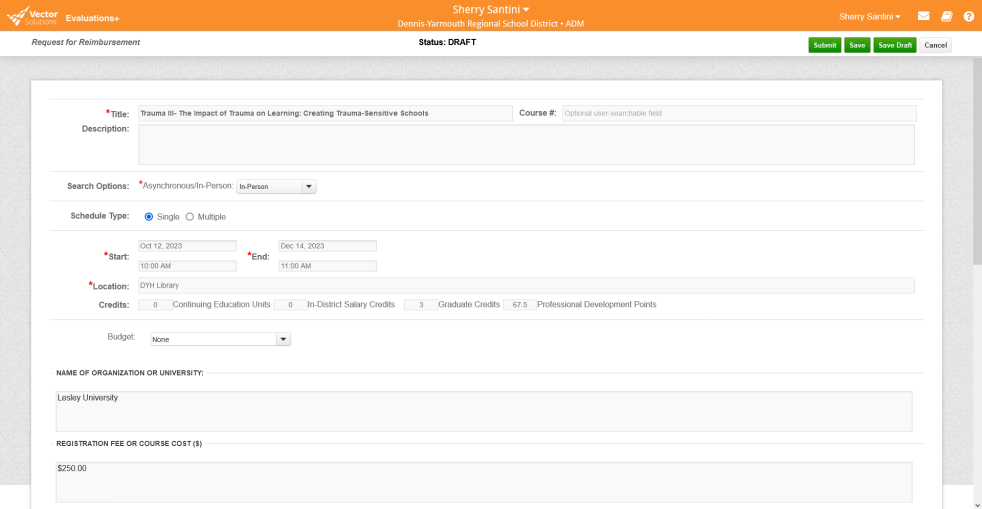
1. Log into your Vector Solutions account
2. Click on the **Graduation Cap** located on the left-hand side
3. Click **NEW** (green button in the upper right-hand corner



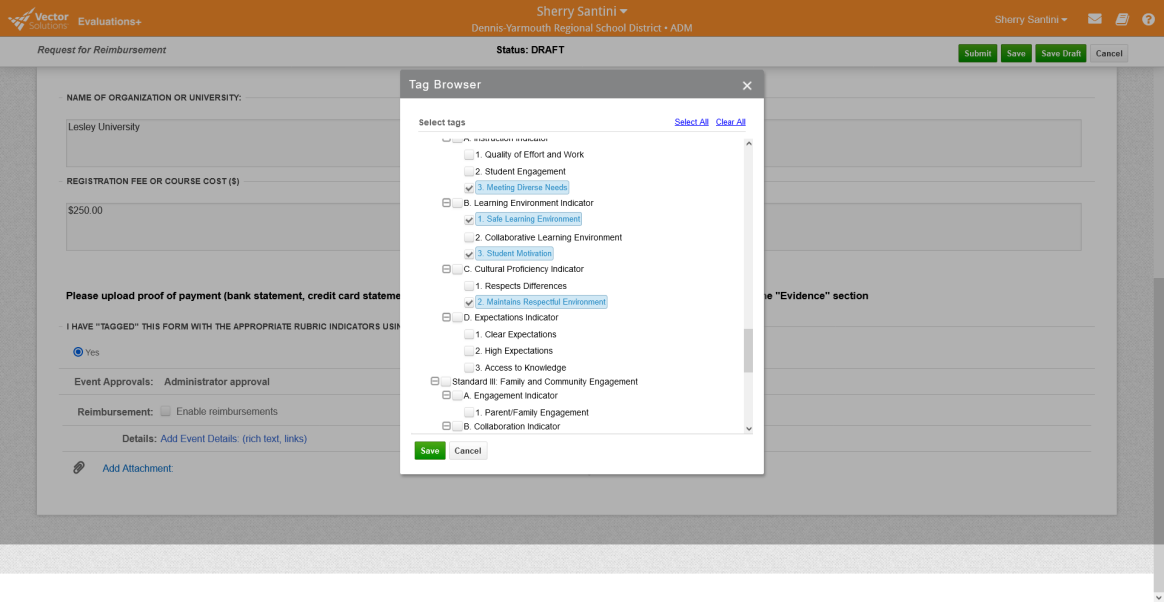
1. Choose: Request for Reimbursement

**Required Fields:**

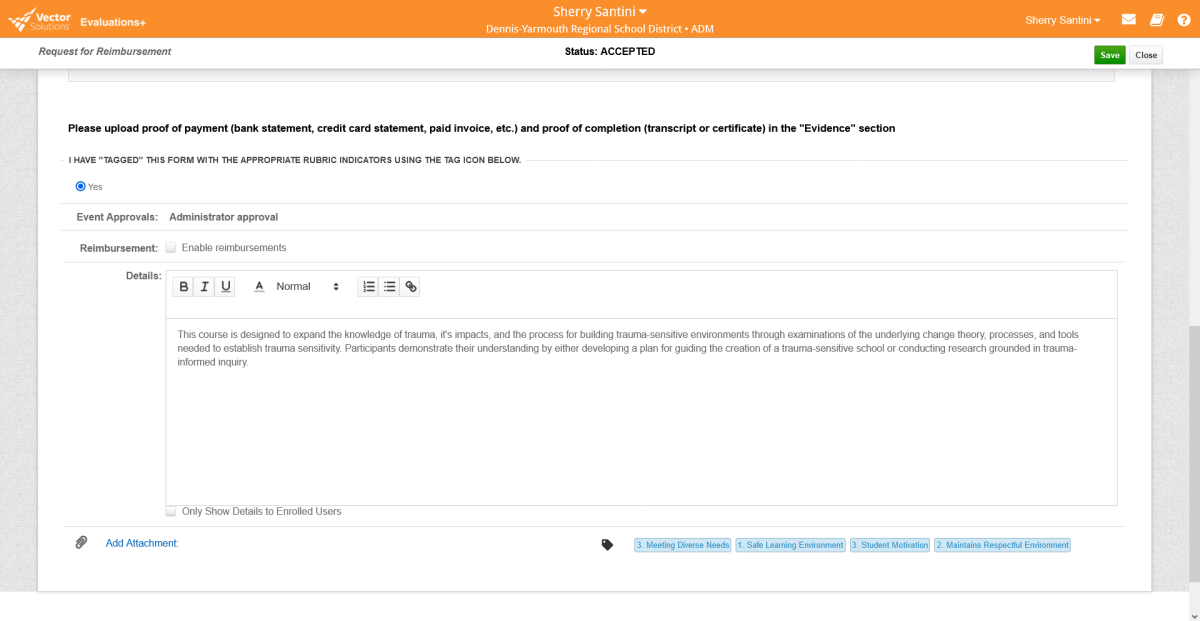
* Title
* Asynchronous/In-Person (if it is a combination, choose In-Person)
* Start and End dates
* Location (where does the course take place)
* Name of Organization or University
* Registration Fee or Course Cost



* “Tagged” appropriate rubric indicators using the tag icon below (The indicators for Support staff is first; continue scrolling for Teacher indicators)



* Details (description of course/activity)



* Click on “Submit”. Your course will be approved by one of the Directors of Instruction.
* Once you have completed the course, you will submit your evidence (proof of payment and proof of completion/transcript) by uploading the documents directly into the platform.

