

# How to submit a Memorandum of Understanding and Compliance of Self-Reporting Portfolio (MOU):

1. To access your MOU, click on the “**Portfolios**” tab on the left menu bar.
2. Next, click into the “**Memorandum of Understanding and Compliance of Self-Reporting Portfolio Current Term and Year**” blue hyperlink.

Portfolios > Portfolios > Portfolios

PORTFOLIOS

<input type="checkbox"/>	Name	Status	edTPA™ Status	Sent By	Updated	Due Date
<input type="checkbox"/>	<a href="#">Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2017</a>	Open For Editing		Unit Administrator, WestGA Tk20	08/24/2017	12/11/2017 12:00 PM
<input type="checkbox"/>	<a href="#">Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2016</a>	Review complete		Tk20 UWG, Unit Administrator	10/16/2016	09/06/2016 12:00 AM
<input type="checkbox"/>	<a href="#">Memorandum of Understanding and Compliance of Self-Reporting Portfolio Spring 2017</a>	Review complete		Unit Administrator, WestGA Tk20	01/22/2017	02/01/2017 12:00 AM

3. Within the portfolio, you will see a series of tabs organized by tasks. Per your instructions – click on the 2<sup>nd</sup> tab to access the “**Memorandum of Understanding & Compliance of Self-Reporting Form**”.

Portfolios > Portfolios > Portfolios > Received Portfolios > Memorandum of Understanding and...

MEMORANDUM OF UNDERSTANDING AND COMPLIANCE OF SELF-REPORTING PORTFOLIO FALL 2017

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Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2017 | **Memorandum of Understanding & Compliance of Self-Reporting Form** | Assessment | Extensions | Feedback

Portfolio Name: Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2017

Description:

1. This portfolio is only for you to fill out and complete the Memorandum of Understanding and the Compliance of Self-Reporting form as required by your field placement.
2. Click on the next tab to begin.

Note: Do NOT hit the green Submit button until you have successfully read and answered all statements for both forms.

If you accidentally hit submit, go to your "Portfolios" tab > check the grey box left of the portfolio > click on the small grey box **Recall** above the portfolio name. This should open your portfolio again.

If you have any other technical issues/questions, contact your Tk20 Unit Administrator | Tk20@westga.edu

Submit Save Close

4. Next, click the **"Select"** button under the attachment(s). Please allow a few minutes for the form to load.

Portfolios > Portfolios > Portfolios > Memorandum of Understanding an...

MEMORANDUM OF UNDERSTANDING AND COMPLIANCE OF SELF-REPORTING PORTFOLIO FALL 2017

Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2017 | **Memorandum of Understanding & Compliance of Self-Reporting Form** | Assessment | Extensions | Feedback

**INSTRUCTIONS**

To fill out the Memorandum of Understanding and the Compliance of Self-Reporting Form:

- Click on the "Select" button to populate the forms. Both forms are on the same window—just keep scrolling
- Once completed in its entirety, click the green "Submit" button found at the bottom of the form.

**REMINDER:** If you have any questions about any of the statements or if you need clarity or do not understand any of the statements in the forms, please be sure to contact your University Supervisor as soon as possible. You are responsible for ensuring that all guidelines are observed by you as indicated in all of the statements.

**ATTACHMENT(S):**

Memorandum of Understanding: Office of Field Experiences & Compliance of Self-Reporting Forms

**Unattached** **Select**

**ADDITIONAL ATTACHMENTS (OPTIONAL):**

Submit Save Close

5. Complete the form by selecting the radio buttons, then click the **"Add"** button:

PROFESSIONAL GROWTH PLANS

• I understand that if I do not adhere to the policies, regulations, and dispositions set by the COE's Office of Field Experiences and my program, I will be placed on a Professional Growth Plan that may lead to my removal from my field placement. \*

Yes  
 No

ANSWER: ALL "YES"

COMPLIANCE OF SELF-REPORTING

BY MARKING "TRUE/I AGREE", I AM AGREEING TO THE FOLLOWING STATEMENT:

By marking "True/I Agree", I am agreeing to the following statement:

• I understand and agree to report in writing to the Director of Field Experiences IMMEDIATELY if I am the subject of a pending investigation involving a criminal act. I understand that failure to immediately report any of these circumstances may result in dismissal from the Teacher Education Program. \*

True-I Agree

Attached Documents: **+ Select File(s)**

Drag and drop files here

**Add** **Cancel**

6. Next, click on the **"Save"** button, and then the green **"Submit"** button to complete your MOU:

Portfolios > Portfolios > Portfolios > Memorandum of Understanding an... Help

**MEMORANDUM OF UNDERSTANDING AND COMPLIANCE OF SELF-REPORTING PORTFOLIO FALL 2017** Share

Memorandum of Understanding and Compliance of Self-Reporting Portfolio Fall 2017 | **Memorandum of Understanding & Compliance of Self-Reporting Form** | Assessment | Extensions | Feedback

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**ATTACHMENT(S):**

Memorandum of Understanding: Office of Field Experiences & Compliance of Self-Reporting Forms: Select  
*Unattached*

**ADDITIONAL ATTACHMENTS (OPTIONAL):**

Submit Save Close

**For any additional questions, please contact your Tk20 Unit Administrator: [tk20@westga.edu](mailto:tk20@westga.edu)**