

Instructions for Submitting for the Former UTCE 5-year Column Change as defined by the Memorandum of Understanding between the MnSCU Office of the Chancellor and MSCF

Please view the College Faculty Salary and Credentialing Faculty User Tutorial prior to registering on the system. You can find this tutorial at <http://www.hr.mnscu.edu/video/SPCredfacultytutorial.swf>

Step 1. Register on the system at <https://spp.mnscu.edu/>

Step 2. Complete the required fields under Personal Profile.

Step 3. Enter the following information on the Certification and Licensing tab as shown below. For Date Issued, enter the date your Faculty Development Plan was completed. Leave the Expiration Date field as “None”.

The screenshot shows a web browser window titled "MnSCU SPP and Cred Website - Mozilla Firefox". The address bar shows the URL "https://spp.mnscu.edu/index.php?action=addEndorsement". The page header includes the Minnesota State Colleges & Universities logo and the text "College Faculty Salary & Credentialing System". Below the header, there is a navigation menu with "Home > Certifications & Licenses > Add New Item" and a user greeting "Welcome Heather Kidd (Logout)".

The main content area is titled "My Information" and contains a form titled "Add New Professional Certification or License". The form has several fields, each with an asterisk indicating it is required:

- Type:** Professional License (dropdown menu)
- Document Title:** Fmr UTCE 5 yr col chan (text input)
- Granting Authority:** OOC-MBCF MOU (text input)
- Granting State:** MN (dropdown menu)
- Date Issued:** 05/01/2007 (date input)
- Expiration Date:** None (text input)

There is a "Save" button at the bottom of the form. To the right of the form, there is a note: "Add professional certifications and licenses to your record. Present your certifications and licenses to your human resources department. These record items will be verified against your official documents." The footer of the page includes the copyright notice "© 2006 Minnesota State Colleges and Universities".

Step 4. Under My Forms, submit a Salary Request form. Follow the instructions as detailed in the Faculty User Tutorial. Include only this item on the form.

Step 5. Check your e-mail for a determination notice regarding your column change.