



# Instructor Profile

## Frequently Asked Questions

### **WHEN UPDATING INFORMATION, DO THE OLD FILES NEED TO BE REMOVED?**

No, you do not need to remove old physicals/PD from your instructor profile. Keeping your old files in the portal helps the department keep records.

### **DOES PROFESSIONAL DEVELOPMENT DOCUMENTATION HAVE TO BE UPLOADED?**

If you have already submitted your documentation for the 2022-23 fiscal year, you do not need to upload it to your instructor profile. For 2023-24 and every fiscal year after that, uploading to your instructor profile will be the way you submit your professional development.

### **I SUBMITTED MY PHYSICAL/PD EARLIER THIS YEAR VIA EMAIL, DO I NEED TO UPLOAD IT TO THE INSTRUCTOR PROFILE?**

If you have already submitted documentation using a different method (email, mail, skywriting, etc.), you do not need to upload it to your instructor profile. However, it would be helpful to upload it for the department's records.

### **I'M NOT VERY GOOD WITH TECHNOLOGY AND COULD USE SOME HELP CREATING/UPDATING MY PROFILE. WHAT OPTIONS ARE THERE?**

We have two guides that can help you with your instructor profile: [Creating Instructor Profile](#) and [Updating Instructor Profile](#). These guides will walk you through each step of both processes.

If you are still stuck, someone in the Driver Education program can set up a meeting with you to walk you through your profile.