



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.