How to check your CEU history in HRMS (Intranet only):
From UCPS’s Staff Development Webpage at: [https://www.ucps.k12.nc.us/Domain/121](https://www.ucps.k12.nc.us/Domain/121), and after reading the below information, click on the ‘CEU History in HRMS’ link, or you can directly go to [https://149.173.159.168](https://149.173.159.168). This is HRMS. HRMS is intranet only; you must be on UCPS’s server to access.

Once you click on or go directly to HRMS, you may see a similar warning screen if using **Chrome**:

Click on “Advanced”. The following screen should appear:

Click on “Proceed to https://149.173.159.168 (unsafe)”. The following screen should appear:
If not using Chrome, the following message/screen may appear:

Click on, “Continue to this website (not recommended)”. The following screen should appear:

If the following message appears on any screen:

Click “OK”. You do not need Internet Explorer to 'Lookup My CEU's'. You also do not need a ‘User Name’ or ‘Password’ to review your CEU history. Do not attempt to enter a ‘User Name’ or ‘Password’.

Click on, ‘Lookup My CEU’s’, near the top left. You should see the following screen:

Enter your Social Security Number (SSN) without dashes; then, click the ‘Lookup’ button. Clicking “Enter” on the computer will not do it. Your CEU history should then appear.