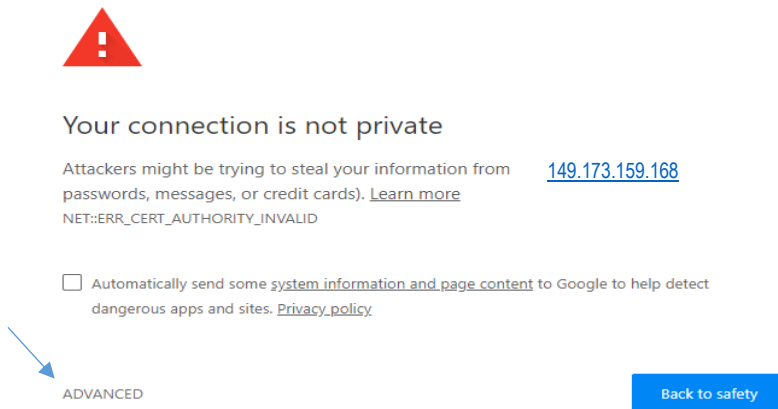


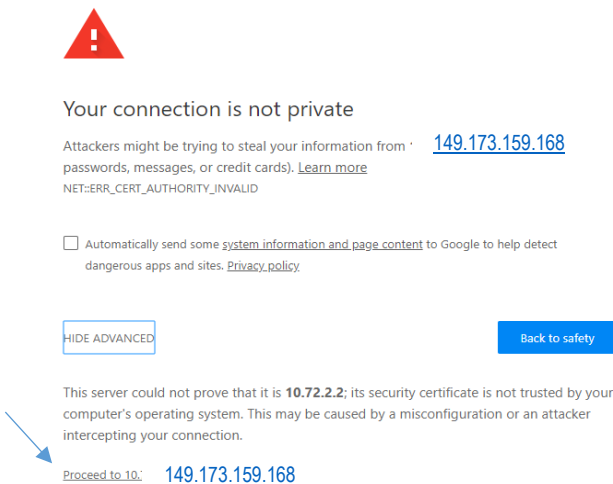
How to check your CEU history in HRMS (Intranet only):

From UCPS's Staff Development Webpage at: <https://www.ucps.k12.nc.us/Domain/121>, 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>. 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**:

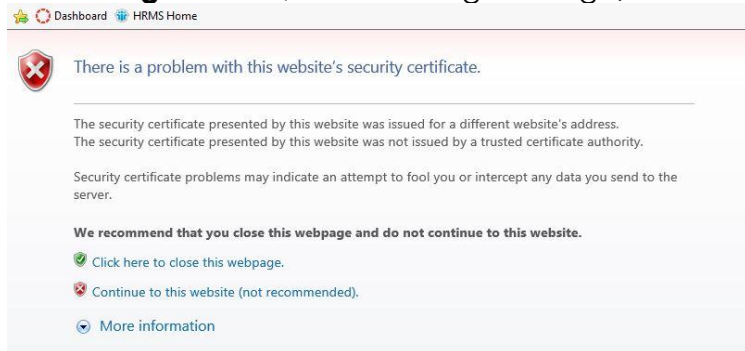


Click on "Advanced". The following screen should appear:



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:

Continuing Education Employee History

Enter SSN:
 Enter Payroll Emp ID:

UID:

Totals

Period	Start	End	Total CEU Credits	Content Credits	Literacy Credits	Other Credits	School Admin Credits	Tech Credits	Digital Learning Credits
Current									
Prior									
Future	-								
Lifetime	-	-							

Class History List

Class Code	Source	Date	CEU Cred	Sem Hrs	Cont Cred	Lit Cred	Other Cred	SAdm Cred	Tech Cred	Dig Lrng Cred	HQ	No Credit?	Description
------------	--------	------	----------	---------	-----------	----------	------------	-----------	-----------	---------------	----	------------	-------------

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.