

# Faculty Credentialing Process

## Step One: Register!

Once you get to the website (<https://spp.mnscu.edu>), you'll see a small blue link to "register." Complete the information and submit. Be sure to 'agree' to the user agreement. If you do not know your SEMA4 ID (also known as your state payroll ID) you can leave that field blank. The email address you enter will be the email used to notify you when your submitted forms have been reviewed. (You may use a personal or work email; just make sure you remember which one you use!) After you register, you will be sent an activation email to the account you used to register. The email will include a link to active your account on the credentialing site.

## Step Two: Complete Profile

Once activated, you can begin entering your personal information. Click on "My information" on the left side toolbar and go through each section, completing your information. Only graduate courses within your credential field need to be listed in the "educational courses" section.

\*\*\*Please keep in mind that we will need official documentation on file to verify any and all information you enter on your profile. A link to the "employment verification form" is provided on the credentialing site. All documentation (transcripts, work verifications and licensures) can be sent to my attention in the HR office at LSC\*\*\*



## Step Three: Notify Institution



Before you can submit a form, our HR office needs to verify that you are indeed associated with our institution. When you get to this step, send me a quick email ([a.kubat@lsc.edu](mailto:a.kubat@lsc.edu)) or give me a call (733-1020) to let me know you need to be associated.

## Step Four: Submit a Form!

It's time to submit a form! Click on "My Forms" and then "Submit and Track Forms." In order to submit a form to verify that you've met minimum qualifications, click on "Add a New Qualification Evaluation Form." You'll be directed to select your institution and credential field. If you have more than one credential field, you will need to complete the form submitting process for each one separately. To ensure that all of your information is submitted on the form, go through each tab (employment, degrees, etc) and click the box next to the information you are submitting. Once you've completed a tab, be sure to click the "save" button on the bottom before moving to the next tab. Finally, go to the "finalize" tab, verify that all of your information is included, and submit! If you need to submit a salary placement form, you would follow the same procedure, first clicking on the "Add a New Salary Placement Evaluation Form."



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## Step Five: You're Done!!!!

You will receive an email notifying you when your form has been reviewed. If you do not receive an email within two weeks of submitting your form, please contact me so we can determine the source of the delay.



If you have any questions, please don't hesitate to contact me!

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