



Human Resources Division

Teacher Assistant Unit

As a condition of employment, you must be continuously enrolled and successfully complete 12 semester units (quarter unit equivalent) within each school year (Unit F Contract, Article VIII).

This portal must be used to meet the CBA requirement. It is a 2-step process.

PROOF OF ENROLLMENT

1. This is the page where you will list your courses. You will also see units attempted, and units earned. It also contains helpful links. At the beginning of every term, you must list the classes that you will be taking and upload any supporting documents. **The document must include the college name, your name and student number.**

Teacher Assistant Portal
Welcome to the 2022-2023 school year

Resources

- [Collective bargaining Agreement, Unit F \(Article VIII\)](#)
- [Submission Deadline Dates](#)
- [Forms](#)
- [For Issues or Questions regarding this site click here](#)

2022-2023 Enrollment

[Add new course](#)

2. After clicking on “Add new course”, you will have the option to select the term, college/university and also to add the courses that you have enrolled in. Once you complete listing courses, upload a PDF of your proof of enrollment / class schedule.

Step 1
Input your course information

Year * 2022-2023 Term * Winter 2023 University *

If your College/University is not listed above please contact the system administrator

Course title * Number * Units * Type *

[Add more](#)

Step 2
Upload your proof of enrollment

File type: PDF only *

No file chosen

- After adding your courses and uploading proof of enrollment, you will see what you have listed. You will see “Transcript pending” and a summary of the units entered as “Attempted”.

2022-2023 Enrollment
[- Add new course](#)
[- View all uploaded files](#)

	Institution	Course	Units	Status		Summary
Fall	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	ENGLISH 101 Course #: ED 101	3.00 Semester	Transcript pending		Total Course Units (Semester equivalent) Attempted: 6.00 Total Course Units (Semester equivalent) Earned: 0.00
	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	SPANISH Course #: SP 300	3.00 Semester	Transcript pending		

TRANSCRIPTS

- At the end of the term, you are required to upload transcripts. They must contain your name, college name, student number and indicate completion of courses. You will need to click the icon in the image below.

2022-2023 Enrollment
[- Add new course](#)
[- View all uploaded files](#)

	Institution	Course	Units	Status		Summary
Fall	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	ENGLISH 101 Course #: ED 101	3.00 Semester	Transcript pending		Total Course Units (Semester equivalent) Attempted: 6.00 Total Course Units (Semester equivalent) Earned: 0.00
	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	SPANISH Course #: SP 300	3.00 Semester	Transcript pending		

- A window will pop up listing your previous upload. At this point, click “Upload Transcript”.

USC - UNIVERSITY OF SOUTHERN CALIFORNIA ×

ENGLISH 101

File	Uploaded	Action
Proof of Enrollment	12/1/2022 2:30:42 PM	<input type="button" value="View"/> <input type="button" value="Remove"/>

[Upload proof of enrollment](#)
Upload transcript

- Next, you will see the information previously entered. You must indicate whether you passed or dropped/did not pass the courses. Then, you are to upload your PDF transcripts with your name, college name and student number.
- You will also certify that all information provided is true and accurate.

I certify under penalty of perjury under the laws of the State of California that the information entered is true and accurate. I authorize the use of this information to evaluate my qualifications of employment according to the Unit F Collective Bargaining Agreement. I understand that a supplemental review will be conducted to validate my responses and the information uploaded. Furthermore, I am aware that falsification and/ or alteration of the information and/ or documents submitted may result in disciplinary action, up to and including dismissal from District service.

8. At this point, you have completed the submission of documents for the specific term. You can return to the home page to verify that your units have been updated to reflect “units earned” and “Total Course Units Earned”. It should now list those courses that you passed as “Earned”.

2022-2023 Enrollment					
- Add new course					
- View all uploaded files					
- Fall	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	ENGLISH 101 Course #: ED 101	3.00 Semester	✓ 3.00 units earned	📄
	USC - UNIVERSITY OF SOUTHERN CALIFORNIA	SPANISH Course #: SP 300	3.00 Semester	✓ 3.00 units earned	📄
Summary					
Total Course Units (Semester equivalent) Attempted:					6.00
Total Course Units (Semester equivalent) Earned:					6.00