

## Instructions for Recovering ABS Hours

Students will use **Infobase**.

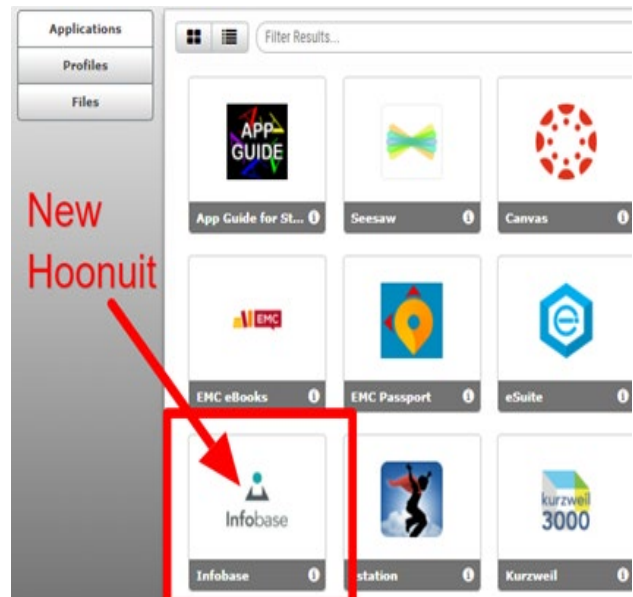
### Directions:

1. Log in to Infobase through your RapidID.
2. Once there, search for approved courses.
3. Complete the course.
4. Submit your hours to your assistant principal using the Google form below.



[shorturl.at/hqruL](https://shorturl.at/hqruL)

You will be able to upload an image or a PDF of your completed Infobase certificate.



### **⚠ WARNING**

Before submitting hours and certificate, verify that the certificate meets the following criteria:

- Infobase Provelt score must be **70%** or greater to receive ABS Hour credit.
  - Assistant Principals will be checking that the score on your certificate matches the score submitted. If scores do not match, **NO CREDIT** will be awarded.
- Earned Hours must be visible to receive ABS Hour credit.
  - Assistant Principals will be checking that your Earned Hours line is visible. If the earned hours line is missing, **NO CREDIT** will be awarded.

### Friendly Reminder:

- ✓ To access your Infobase Certificates go to your account dropdown in the top right of the screen and select 'Accomplishments.'
- ✓ Click on the certificate you want to view and download a copy or take a screenshot to upload in the Google Form.

