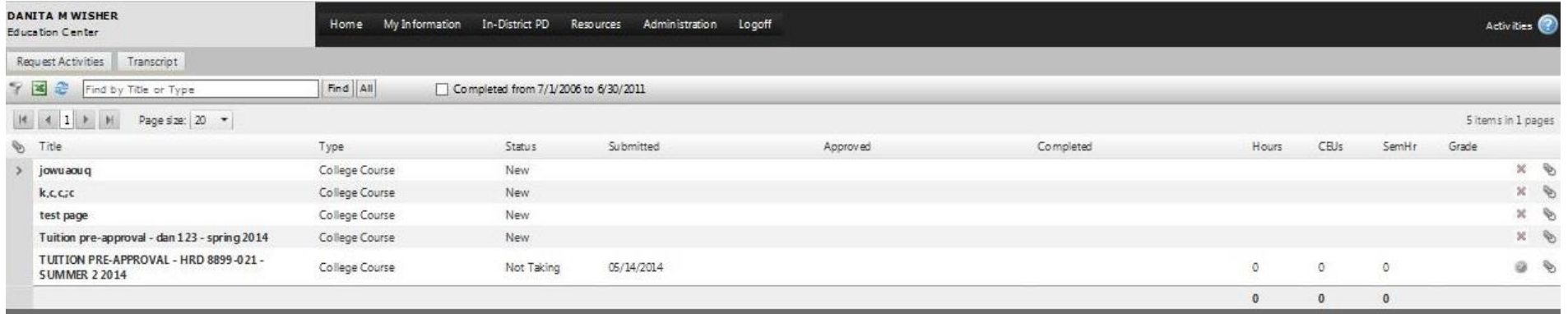


## What is happening with my pre-approval or reimbursement

Always check your PExpress account first – this allows you to access all of your information and not have to await a response from HR. It also allows time for HR to process your paperwork expeditiously

1. Log in
2. Click “My Information”
3. Click “Out of District PD”

Explanation of Statuses. [Click Here](#)



The screenshot shows the PExpress Education Center interface for user DANITA M WISHER. The navigation menu includes Home, My Information, In-District PD, Resources, Administration, and Logoff. The main content area displays a list of activities with columns for Title, Type, Status, Submitted, Approved, Completed, Hours, CBU's, SemHr, and Grade. The table contains five rows of data, with the last row showing a course in 'Not Taking' status with 0 hours and 0 CBU's.

Title	Type	Status	Submitted	Approved	Completed	Hours	CBU's	SemHr	Grade
jowu aou q	College Course	New							✕
k,c,c;c	College Course	New							✕
test page	College Course	New							✕
Tuition pre-approval - dan 123 - spring 2014	College Course	New							✕
TUITION PRE-APPROVAL - HRD 8899-021 - SUMMER 2 2014	College Course	Not Taking	05/14/2014			0	0	0	✕
						0	0	0	