

HOW TO ACCESS DOCUMENTS ON THE CAC PORTAL

The following link should bring you to this page: <https://tracc.smcps.org>

SMCPs Tuition Reimbursement and Credential Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

Login

Your username is the first part of your email address, including everything up to @smcps.org.
Your password is the same as your network and/or email password.

User Name:

Password:

Log In

- 1.) Enter your user name – this will be the first part of your e-mail address
- 2.) Enter your password – this will be the password that is used for your network and e-mail log-in
- 3.) The following page will appear

SMCPs Credential Access Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

Logout

Current User:

Building: 7200

Employee Number:

Current Fiscal Year (July 1 - June 30) Summary

Amount Requested: \$0.00
Amount Remaining: \$2,900.00

Tuition Reimbursement

New Application
View Application
Tuition Detail File

Professional Development Plans

Personnel Information

Please choose an option from the menu to begin.
For your guidance in determining eligibility for tuition reimbursement, read Article IX (EASMC/Certificated Personnel) or Article 10 (CEASMC/Collective Personnel) of the Negotiated Agreements.

[Employee Benefits and Association Agreements](#)

- 4.) Click on the "Personnel Information" section on the left side bar.
- 5.) The following options will appear

SMCPs Credential Access Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

Logout
Current User: [redacted]
Building: 7200
Employee Number: [redacted]

Current Fiscal Year (July 1 - June 30) Summary
Amount Requested: \$0.00
Amount Remaining: \$2,900.00

Tuition Reimbursement
Professional Development Plans
Personnel Information

[View Documents](#)
[View Credits/Degree/Certificate](#)

Please choose an option from the menu to begin.
For your guidance in determining eligibility for tuition reimbursement, read Article IX (EASMC/Certificated Personnel) or Article 10 (CEASMC/Collective Personnel) of the Negotiated Agreements.

[Employee Benefits and Association Agreements](#)

- 6.) Click "View Documents"

- 7.) The following page will appear

SMCPs Credential Access Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

Logout
Current User: [redacted]
Building: 7200
Employee Number: [redacted]

Current Fiscal Year (July 1 - June 30) Summary
Amount Requested: \$0.00
Amount Remaining: \$2,900.00

Tuition Reimbursement
Professional Development Plans
Personnel Information

[View Documents](#)
[View Credits/Degree/Certificate](#)

View Documents


	File Name	Document Type	Upload Date
View	test.pdf	Certificate	9/23/2015

8.) Click “View”

9.) Your documents (if they have been added to the CAC) should appear

https://tuition.smcps.org/ViewDocuments.aspx?1=1

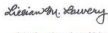
MARYLAND EDUCATOR CERTIFICATE




is issued this certificate on the basis of having met the legal requirements in the State of Maryland.

<u>EDUCATOR ID</u>	<u>HIGHEST DEGREE</u>	<u>TYPE</u>	<u>VALID</u>
	Masters	Standard Professional Certificate I	7/1/2015 - 6/30/2020

CERTIFICATION AREAS

It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.

Given at Baltimore, Maryland, by

State Superintendent of Schools

10.) On your document’s page, if you hover your mouse in the lower right corner, you will have the option to save or print your documents.