Receiving credit for a Lane Credit Activity

Once you have completed an activity that offered lane credit:

1. Log on to CPS University via CPS@Work and navigate to **Self Service>Learning>Current Learning**
2. Click on the **title of the activity** in which you want to receive lane credit.
3. The Activity Progress page will appear; you can view and print this page. **Note: You must have a completed status and lane credits must be associated with the activity to receive credit.**

   ![Activity Progress](image)

4. Bring this print out along with your Application for Salary Lane Adjustment. **Note: All applications and official transcripts for lane adjustments must be received within sixty (60) days of completion of coursework. If the application and/or supporting documentation are received after sixty (60) days, the effective date becomes the date all documentation is received.**