

# TRAINING CREDITS:

## ENTERING MENTORSHIP MEETINGS INTO THE TMTP/ESS PORTAL

- Professional development hours, including mentoring sessions through MOments, count toward the [Leadership Development Rule](#) requirements.
  - More information on professional development is located at the [Missouri Talent Development website](#).
- All professional development completed by staff can be logged and tracked within the Team Member Training Portal (TMTP), which is located within the [ESS Portal](#). Follow these steps once you've logged into your ESS Portal:
  - Click on "My Information" on the top toolbar.
  - Select "My Development" from the dropdown menu.
  - Click "View Training Log" to view the trainings you have completed.
  - Click "Add Training" to log in-person trainings.
    - Within the "Title" box, type in "Mentorship Meeting."
    - Enter the appropriate length of the meeting.
    - Enter the completion date that the meeting took place.
    - Under "Provider," select "State of Missouri."
    - Under "Description," type in "Mentorship meeting with \_\_\_\_" (enter the name of your Mentor/Mentee).
    - Click "Submit."
  - To watch a tutorial on the above steps [click here](#).