

CTE Articulation: High School Instructor Reference Guide

Renewing an Existing Agreement

The CTE Articulation Website will flag articulation agreements that are expiring soon (typically set by the Articulation Coordinator to be 60 days prior to expiration). The following notification appears at the top of the dashboard when the system detects agreements expiring soon.

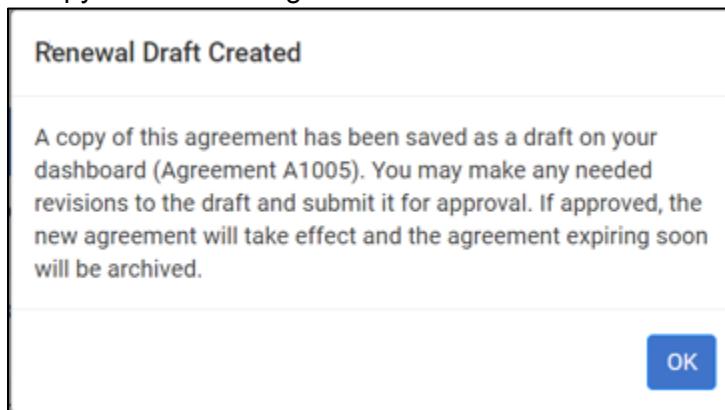
Note: You have one or more agreements expiring within the next 60 days. X

Agreements can be renewed directly from the dashboard.

1. Click **Renew** for the agreement that is expiring soon.

A1001	Pioneer High School	Accounting Principles	ACCT 100	Active	12/30/2020	Renew
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2. A copy of the active agreement is saved a draft and the following advisory is displayed.



3. Click **Edit** to update the new draft request with current information.

ID	School Name	High School Course	College Course	Status	Expires	Action
A1005	Pioneer High School	Accounting Principles	ACCT 100	Draft (Renewal)	N/A	Edit

4. Click **Save & Submit** to submit the articulation request. The request is subject to the same approval process as the original agreement (see *Submitting a New Articulation Request* above).

Note: you can delete a draft by clicking **Edit** and at the top of the renew form click **Delete**.

Renew Articulation Agreement

Delete Draft **Save & Close** **Save & Submit**

5. Once approved, the Active agreement is archived, and the newly renewed agreement becomes the active agreement.