

## **Submitting ACT 48 Hours**

Log-in to the MAX system  
(<https://muhp5.millersville.edu/pls/prod/twbkwbis.PWWWLogin>)

Follow these steps:

1. Click Student Services
2. Click ACT 48 Reporting for Educators
3. Read Instructions
4. Click Continue
5. Click the box next to the course you want reported
6. Click Submit
7. Click Process Course(s)
8. Print a Copy for your Records
9. Exit from the MAX system.

Note: Millersville reports ACT 48 credits ONCE per week. Be patient and check your PDE account to see when the course has been added. You can also follow the above steps to number 5 and you will either see “pending” or a “sent date” beside your course.”