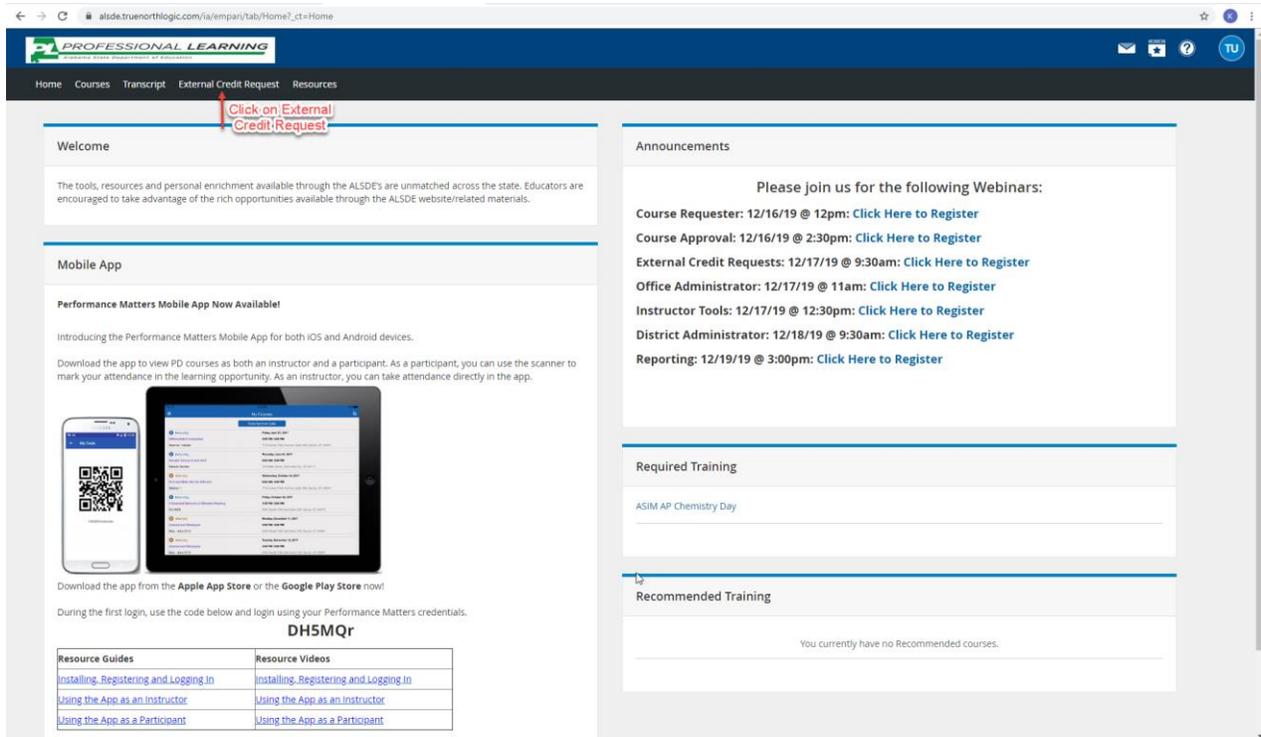
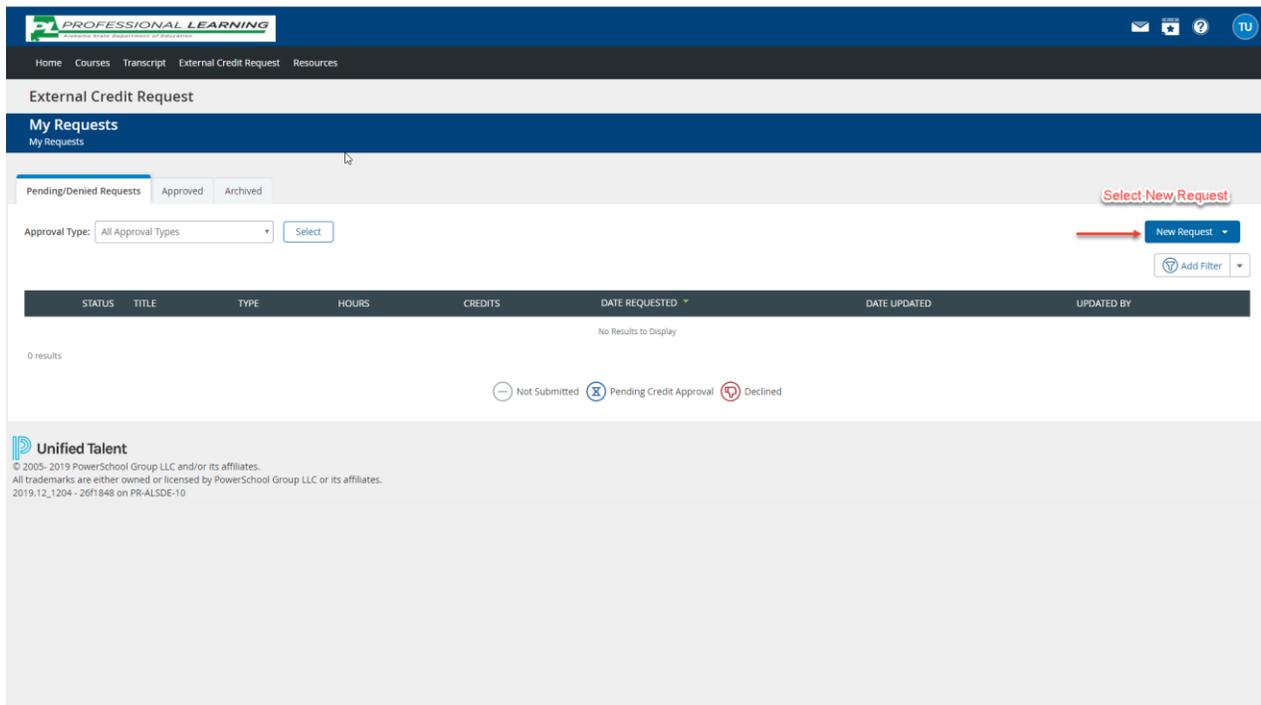


# Submitting an External Credit for Approval

Log-in PowerSchool PD and click on the External Credit Request.



Click on New Request.



## Select School Level Credit Request.

The screenshot shows the 'External Credit Request' page. At the top, there is a navigation bar with 'Home', 'Courses', 'Transcript', 'External Credit Request', and 'Resources'. Below this is a header for 'External Credit Request' and a sub-header 'My Requests'. There are three tabs: 'Pending/Denied Requests', 'Approved', and 'Archived'. A dropdown menu for 'Approval Type' is set to 'All Approval Types' with a 'Select' button. A table with columns 'STATUS', 'TITLE', 'TYPE', 'HOURS', 'CREDITS', 'DATE REQUESTED', and 'DATE UPDATED' is shown, but it contains '0 results'. A legend below the table indicates: 'Not Submitted' (minus icon), 'Pending Credit Approval' (plus icon), and 'Declined' (minus icon). On the right side, there is a 'New Request' button and a dropdown menu with options 'School Level External Credit Request' and 'State External Credit Request'. A red callout box with an arrow points to the 'School Level External Credit Request' option, containing the text 'Select School Level External Credit Request'.

Complete the credit request form. All information with an asterisk (\*) must be completed.

- 1.) Enter the training name found on the certificate.
- 2.) Enter the start and ending date of the training. If entering a one-day training, enter the same date for both beginning and ending dates. If entering a multiple day training, enter the beginning and ending date of the training.
- 3.) Enter Clock hours *\*Clock hours must match the hours on the certificate. **If clock hours are not listed or written in by the participant, an agenda must be provided documenting clock hours.***
- 4.) Enter a brief description of the training.
- 5.) Select the course type from the drop down menu.
- 6.) Upload a certificate and/or agenda under attachments. ***\*Training activities will not be approved without a certificate.***
- 7.) When all information has been entered, click submit for approval.

**\*Approved trainings will appear in your transcript. After a credit request form has been submitted, it cannot be edited by the requester unless the form is denied.**

### School Level External Credit Request

My Requests > School Level External Credit Request

#### School Level External Credit Request

Requests for ALCD PLU's should be submitted through the State workflow.

#### Pre-Credit Request Approval

Credit request for:

User, Test

Training Name \*

Training Number

University/Location

Start Date \*

End Date \*

Hours \*

Description \*

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, source, and font color. Below the toolbar is a large empty text area for entering the description.

Type

Attachments

Attach a copy of your certificate and/or agenda under Attach File.

Submit For Credit Approval

Delete This Request

Close

When all information is entered, click submit for Credit Approval.