## Submitting an External Credit for Approval

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

| PROFESSIONAL LEAR   | NING  |   | 2 | 6 |
|---|---|---|---|---|
| Auguana State Department of Education   |   |   |   |   |
| ne Courses Transcript External Cre  | dit Request Resources   |   |   |   |
|   | Credit Request  |   |   |   |
| Welcome   |   | Announcements   |   |   |
| The tools, resources and personal enrichment available through the ALSDE's are unmatched across the state. Educators are<br>encouraged to take advantage of the rich opportunities available through the ALSDE website/related materials. |   | Educators are Please join us for the following Webinars:            |   |   |
|   |   | 5.<br>Course Requester: 12/16/19 @ 12pm: Click Here to Register     |   |   |
|   |   | Course Approval: 12/16/19 @ 2:30pm: Click Here to Register          |   |   |
| Mobile App  |   | External Credit Requests: 12/17/19 @ 9:30am: Click Here to Register |   |   |
|   |   | Office Administrator: 12/17/19 @ 11am: Click Here to Register       |   |   |
| Performance Matters Mobile App Now  | / Available!  | Instructor Tools: 12/17/19 @ 12:30pm: Click Here to Register        |   |   |
| Introducing the Performance Matters Mo  | bile App for both IOS and Android devices.  | District Administrator: 12/18/19 @ 9:30am: Click Here to Register   |   |   |
| Download the app to view PD courses as  | both an instructor and a participant. As a participant, you can use th  | e scanner to Reporting: 12/19/19 @ 3:00pm: Click Here to Register   |   |   |
|   | Network   |   |   |   |
|   | Totalan Antones Martin and antones Martin Antones Martin and Antones M          | Required Training   |   |   |
|   | Concerning and any set of the large of point<br>Networks and any<br>set of the large of the large of the large of the large<br>and the large of the large of the large of the large<br>Manage based on the large of the large of the large of the large<br>set of the large of the | ASIM AP Chemistry Day   |   |   |
|   | Nana, Bankara et al.<br>Mana, Andrea et al.<br>Mana andre   |   |   |   |
| Download the app from the Apple App S   | tore or the Google Play Store now!  | Recommended Training  |   |   |
| During the first login, use the code below  | and login using your Performance Matters credentials.   |   |   |   |
|   | DH5MQr  | You currently have no Recommended courses.                          |   |   |
| Resource Guides   | Resource Videos   |   |   |   |
| Installing. Registering and Logging In  | installing. Registering and Logging In  |   |   |   |
| the second se   | lifeing the App as an instructor  |   |   |   |
| Using the App as an Instructor  | Sound with which as all that action   |   |   |   |

## Click on New Request.

|   |  |   | 📼 🕱 🕐              |
|---|--|---|--------------------|
| Home Courses Transcript External Credit Request Resources   |  |   |                    |
| External Credit Request   |  |   |                    |
| My Requests<br>My Requests  |  |   |                    |
| Pending/Denied Requests Approved Archived   |  |   | Select New,Request |
| Approval Type: All Approval Types   |  |   | New Request 👻      |
|   |  |   | Add Filter 💌       |
| STATUS TITLE TYPE HOURS   | CREDITS DATE REQUESTED *                             | DATE UPDATED                              | UPDATED BY         |
|   | No Results to Display                                |   |                    |
| V IESUIS  | - Not Submitted 🕱 Pending Credit Approval 🔞 Declined | L. C. |                    |
| Unified Talent C 2002-2019 PowerSchool Oroup LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates. 2013.12.104-201494 on PRA-LSDE-10 |  |   |                    |
|   |  |   |                    |
|   |  |   |                    |
|   |  |   |                    |
|   |  |   |                    |
|   |  |   |                    |

## Select School Level Credit Request.

|   |                                       |                                       | 🛥 🖬 🕐 🔟                              |
|---|---------------------------------------|---------------------------------------|--------------------------------------|
| Home Courses Transcript External Credit Request Resources   |                                       |                                       |                                      |
| External Credit Request   |                                       |                                       |                                      |
| My Requests<br>My Requests  |                                       |                                       |                                      |
| Pending/Denied Requests Approved Archived   |                                       |                                       |                                      |
| Approval Type: All Approval Types   |                                       | Select/School/Leve<br>External/Credit | New Request 👻                        |
|   |                                       | Request                               | School Level External Credit Request |
| STATUS TITLE TYPE HOURS   | CREDITS DATE REQUESTED *              | DATE UPDATED                          | State External Credit Request        |
|   | No Results to Display                 |                                       |                                      |
| 0 results   |                                       |                                       |                                      |
|   | Not Submitted  Pending Credit Approva | Declined                              |                                      |
| Unified Talent C 2005-2019 PowerSchool Group LLC and/or its affiliates. All trademarks are tither owned or licensed by PowerSchool Group LLC or its affiliates. 2019.12_1204 - 26f1848 on PR-ALSDE-10 |                                       |                                       |                                      |
|   |                                       |                                       |                                      |
|   |                                       |                                       |                                      |
|   |                                       |                                       |                                      |
|   |                                       |                                       |                                      |
|   |                                       |                                       |                                      |
|   |                                       |                                       |                                      |

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.

|   | a 📅 0 | ω |
|---|-------|---|
| Home Courses Transcript External Credit Request Resources   |       |   |
| 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 *   |       |   |
| Liner coulde rule rece  |       |   |
| Training Number   |       |   |
|   |       |   |
| University/Location   |       |   |
|   |       |   |
|   |       |   |
| 12/18/2019  |       |   |
|   |       |   |
| End Date *  |       |   |
| 12/18/2019  |       |   |
| Hours *   |       |   |
|   |       |   |
| Description *   |       |   |
|   |       |   |
| B I S   I <sub>4</sub>   1 □ □   1 = □   1 = □   1 = □   1 = □   1 = □   Styles +   Format +   Fort +   Stee +   <u>A</u> - [ <u>A</u> - [ <u>A</u> - ] |       |   |
|   |       |   |
|   |       |   |
|   |       |   |
|   |       |   |
|   |       |   |
|   |       |   |
| Type Attachia.copV  |       |   |
| Attachment Of YOUR  |       |   |
| Attach File  certificate  |       |   |
| and/or agenda   |       |   |
| File  |       |   |
| When elliptermetian   |       |   |
|   |       |   |
| submit/for Credit   |       |   |
| Unified Talent Approval.  |       |   |

Outified Talent
Ocos: 2019 PowerSchool Group LLC and/or its affiliates.
All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates.
2019.12\_1204-26f1848 on PR-ALSDE-10