

PowerSchool How To: External Credit Request

Follow the steps below to request external credit for trainings received **outside** of Pike Road Schools.

1. Login to your **PowerSchool** account.
2. Select **External Credit Request** from the menu banner.
3. Select **My Requests** from the menu bar on the left side of the page.
4. Locate the blue **New Request** button on the right side of the page.
5. Click the drop down arrow and select **School Level External Credit Request**.
6. Enter the training information as follows:
 - a. Training Name
 - b. Location
 - c. Start and End Date
 - d. Hours
 - e. Description
 - f. Attachment of Certificate (required for approval)
7. Click **Submit for Credit Approval**
8. Repeat steps as needed.