



# PowerSource Administrator's Guide

A guide for using PowerSource to request instructor-led training.



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## PowerSource Administrator's Guide

Use this guide to understand how to use PowerSource to request instructor-led courses.

### Getting Started

PowerSchool-authorized technical contacts' PowerSource accounts are created during implementation. You are allowed to have two PowerSchool-authorized technical contacts. If you are a technical contact and do not have a PowerSource account, first check with the other technical contacts in your organization to see if they have accounts so that they can create one for you. If not, please contact your PowerSchool Application Specialist or the PowerSchool Technical Support team for assistance.

Once the technical contacts have access to PowerSource, it is their responsibility to create the user accounts for other staff members in their organization, either manually, by importing them in bulk, or by allowing users to self-register. The three methods for creating PowerSource user accounts are outlined below.

### Creating PowerSource User Accounts

You have three options when creating user accounts in PowerSource. The method you choose depends on the number of accounts you must create to accommodate the size of your school or district.

#### Method 1 – Add Users Manually

1. To sign in to PowerSource, enter your username and password and click **Login** at <https://support.powerschool.com>
2. On the PowerSource Home page, click the **Account Management** tab
3. Click **Add User**
4. Complete the required fields (indicated with an asterisk)
5. In the Permissions section, select **Can enroll users in Instructor-Led Training** and any additional options that apply

Note: If you prefer to enroll users in trainings, do not check this box.

6. In the Site Access section, check **Allow access to the PowerSource site**
7. Check **Allow access to the PowerSchool University (PSU) site** so that the user can register for PowerSchool University training conferences
8. Click **Submit**
9. Repeat steps 3–8 for each staff/faculty member

#### Method 2 – Import Users

1. Prepare an import text file (.txt) using a spreadsheet application such as Microsoft Excel, or by downloading the Excel sample import template here:  
<https://support.powerschool.com/home/account-management/import.action>
2. Include the following fields:
  - Email

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- First Name
- Last Name
- Role

Values for the Role field must be one of the following: Accounting/Finance, Counselor, Curriculum Director, Health Office Staff, Human Resources, Office/Administrative Staff, School/District Administrator, Teacher, or Technical Staff.

- Training

The value in the Training field should be "true" (lowercase and without quotes) in order for your staff to enroll themselves or other users into instructor-led courses under the training calendar.

- PowerSource

The value in this field should be "true" (lowercase and without quotes) in order for your staff to access PowerSource.

- Optional columns

To import additional settings, review the definitions of the "Optional columns" you can include in the import file here:

<https://support.powerschool.com/home/account-management/import.action>

3. To sign in to PowerSource, enter your username and password and click **Login** at <https://support.powerschool.com>
4. Click **Account Management** > **Import Users**
5. Click **Browse** or **Choose File** and select the text file you created

PowerSource

Home Support Unified Classroom PowerTeacher Training Technical Services Labs Community

My Setup Account Management My Cases My Bookmarks My Watches My Training Search Tag Cloud User Directory

Home > Account Management

### Account Management

Account Management Manage Technical Contacts Account Settings Add User Import Users

#### Import New or Existing Users

**Excel File \***: Choose File No file chosen

(.xls 2003-2007 .xlsx up to 2010)

Available Domains: applegrove.edu, k12.us, gmail.com  
To change the available domains go to [Account Settings](#).  
Please Note: As of February 7, 2019, we have updated user roles. Please verify that your import uses the current roles.

Submit

#### Example Import

Click here to download an Excel sample import template.

Email	First Name	Last Name	Role	School Name	Fax	Create	Update	Status	PowerSource	PSU	MSBW	Developer
pat.smith@example.com	Pat	Smith	Teacher	School A	555-5555	false	false	Active	true	true	false	false
qconway@example.com	Gary	Conway	Office/Administrative	School B		false	true	Active	true	false	false	false

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## 6. Click **Submit**

Note: You cannot import user accounts with email addresses that do not match your account's valid email domain(s). If you import a user who already has a PowerSource account for your school or district, the existing record will be updated.

## Method 3 – Allow Staff/Faculty to Self-Register

1. To sign in to PowerSource, enter your username and password and click **Login** at **<https://support.powerschool.com>**
1. Click **Account Management**
2. Click **Account Settings**
3. On the **Available Domains** tab, enter a comma-separated list of your account's valid email domains (example: ***districtname.k12.wi.us, districtname.org, charterorg.org***)

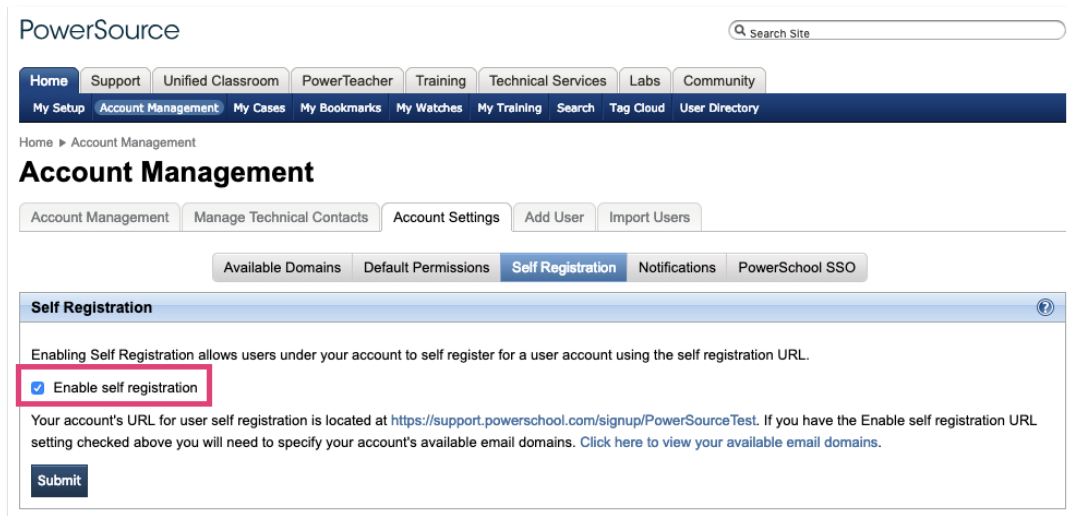
The screenshot shows the PowerSource web application interface. At the top, there is a search bar and a navigation menu with tabs: Home, Support, Unified Classroom, PowerTeacher, Training, Technical Services, Labs, and Community. Below this is a secondary navigation bar with links: My Setup, Account Management (selected), My Cases, My Bookmarks, My Watches, My Training, Search, Tag Cloud, and User Directory. The main content area is titled 'Account Management' and includes sub-tabs: Account Management, Manage Technical Contacts, Account Settings (selected), Add User, and Import Users. Under 'Account Settings', there are further sub-tabs: Available Domains (selected), Default Permissions, Self Registration, Notifications, and PowerSchool SSO. The 'Available Domains' section contains a text input field with the placeholder text: 'Enter a comma separated list of valid email domain names. These email domains are used to validate email addresses entered when a user account is added or updated. Example domains: msn.com, yahoo.com, gmail.com'. The input field contains the text 'applegrrove.edu, k12.us,gmail.com'. A 'Submit' button is located at the bottom of the form.

4. Click **Submit**
5. Click **Default Permissions**
6. From the options, check **Can enroll users in Instructor-Led Training**
7. Click **Submit**
8. Click **Self Registration**

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9. To allow users to create their *own* accounts, check **Enable self registration**



The screenshot shows the PowerSource web application interface. At the top, there is a search bar and a navigation menu with tabs: Home, Support, Unified Classroom, PowerTeacher, Training, Technical Services, Labs, and Community. Below this is a secondary menu with tabs: My Setup, Account Management (selected), My Cases, My Bookmarks, My Watches, My Training, Search, Tag Cloud, and User Directory. The main content area is titled 'Account Management' and has a sub-menu with tabs: Account Management, Manage Technical Contacts, Account Settings, Add User, and Import Users. Under 'Account Settings', there are sub-tabs: Available Domains, Default Permissions, Self Registration (selected), Notifications, and PowerSchool SSO. The 'Self Registration' section contains the text: 'Enabling Self Registration allows users under your account to self register for a user account using the self registration URL.' Below this is a checkbox labeled 'Enable self registration' which is checked and highlighted with a red box. Further down, it says: 'Your account's URL for user self registration is located at <https://support.powerschool.com/signup/PowerSourceTest>. If you have the Enable self registration URL setting checked above you will need to specify your account's available email domains. [Click here to view your available email domains.](#)' At the bottom of this section is a 'Submit' button.

10. Click **Submit**

11. Provide your staff/faculty with the district-specific, self-registration URL, available near the bottom of the Account Settings tab

PowerSchool does not recommend enabling the self-registration feature for your district if users are not assigned email addresses that are specific to your organization's domain. For example, if your staff or faculty use gmail.com or yahoo.com email accounts for work, and the self-registration portal is enabled, anyone with a gmail.com or yahoo.com email address can register for a PowerSource account associated with your organization.

For more information about creating PowerSource user accounts, visit:

**[https://support.powerschool.com/d/powersource\\_how\\_to\\_create\\_new\\_powersource\\_accounts](https://support.powerschool.com/d/powersource_how_to_create_new_powersource_accounts)**

## Activating User Accounts

Once a new user account is created, the new user receives a confirmation email with instructions on how to activate his or her PowerSource account. The new user will click the account-activation URL included in the email (the support.powerschool.com link) and will then be prompted to create an account password.

Before you can enroll a staff member in a course, the user must respond to the new account confirmation email and activate his or her PowerSource account.

- Your district's technical contacts can monitor all the accounts associated with your organization. To view the list of your organization's PowerSource users, on the PowerSource Home tab, click **Account Management**. Users whose information is highlighted in yellow have not activated their PowerSource accounts.

## Managing Technical Contacts

Authorized technical contacts can sign in to PowerSource and access several articles that include instructions on how to manage technical contacts for their district/school.

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In the Search Site field in the top-right corner, enter **6189**. Or navigate to this link to locate the Account Management related articles: <https://support.powerschool.com/dir/6189>

## Registering for Instructor-led Courses

To register for an instructor-led training course or to complete the registration for your staff members, follow the steps outlined below.

1. Sign in to PowerSource
2. On the PowerSource Home page, click the **Training** tile or the **Training** tab
3. Click **Training Calendar** and use the filters to browse for training offerings by date

Alternatively, click **Course Catalog** to browse for training offerings by topic. Use the filters to narrow the results and then click **View Offerings**.

4. When you find the course you want, click **Request** to open the Training Request form
5. On the Training Request form, open the **Payment** menu and select the payment type

Request an invoice, confirm your seat using funds from a legacy purchase order or funds already purchased through your Account Manager, or confirm your seat using PowerPass funds.

6. If you'd like to use existing funds to pay for the training, enter your project or quote number in the **Project/Quote Number** field
7. Use the **Registrants** fields to select one or more attendees
8. Read and agree to the Terms of Registration and click **Submit**

The trainer will send all attendees a Zoom link and curriculum shortly before the event. Remember to visit the My Training page in PowerSource to view your scheduled trainings and to download certificates from completed courses.

**Payment:**


A purchase order is no longer needed to complete your registration for Instructor-Led training. If you will be using funds from a legacy purchase order or already purchased through your Account Manager, please select "Please use my existing funds." For all other registrations, please use the invoice option.

To make a payment by credit card, please select "Please send me an invoice" below. You will be able to pay the invoice via credit card using the Stripe link on your invoice. Please allow several business days for processing.

**Payment Type\*:** Please use my existing Funds ▾

**Project/Quote Number\*:**

**Registrants:**

Users Available		Users Assigned
<input type="text" value="Abram, Michael"/>		<input type="text" value="Ochoa, Pat"/>

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