

# How do I sign up for training on PowerSource?

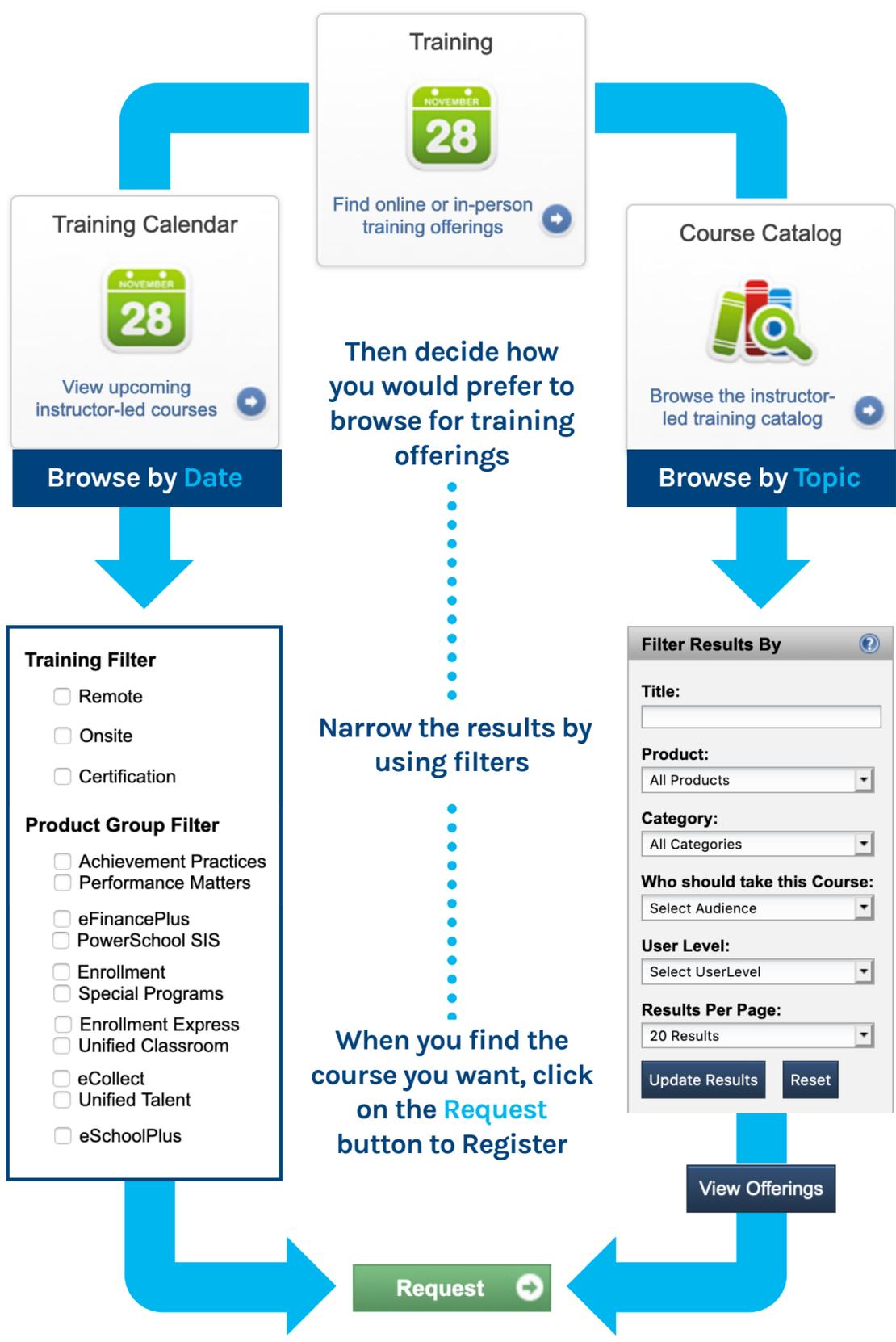
It's a simple process to register for instructor-led courses on PowerSource. Follow the steps outlined below, and you'll be all set for learning!



START HERE ▶

<https://support.powerschool.com/home/main.action>

On the PowerSource home page, click the **Training Tile** or **Training Tab**



⚠ [Learn More](#) ⚠

If you see a button that says **Learn More** instead of **Request**, it means that you do not have the appropriate permission to register for a class. A PowerSchool Administrator at your school can grant you permission by navigating to **PowerSource > Home > Account Management > Edit User > User Permissions** and selecting **Can enroll users in Instructor-Led Training**.

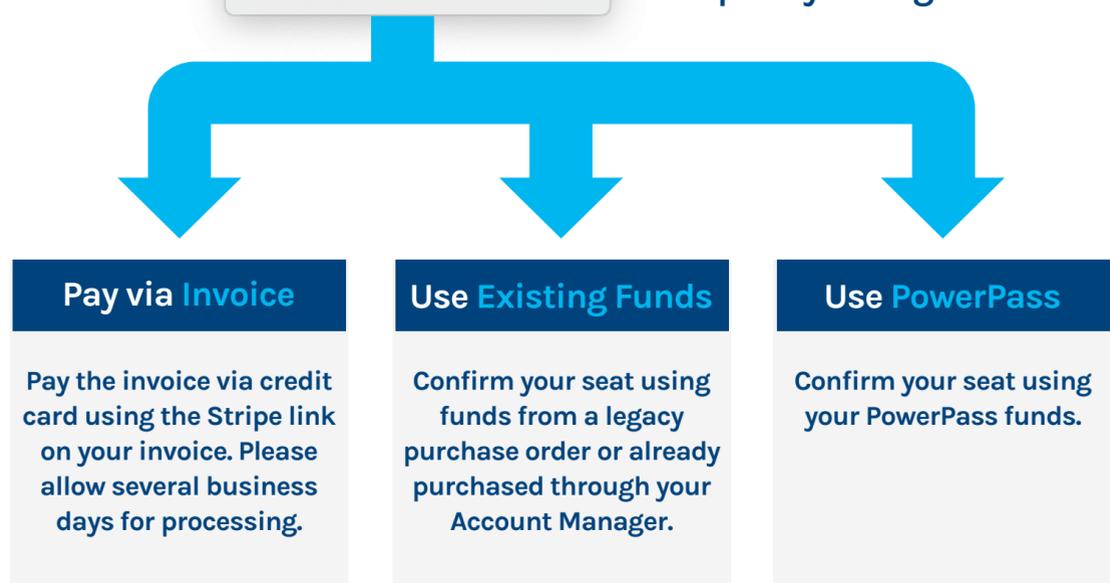
Clicking on the **Request** button will bring you to the **Training Request form** where you enter specific details about the course registration

## How do you want to pay?

**Payment Type \***

- Select Payment Type
- Please send me an Invoice
- Please use my existing Funds
- PowerPass

You no longer need to send in a purchase order to complete your registration!



## Who will be attending the training?

Registrants:

### Users Available

Abram, Michael  
Accatino, Steve  
Adams, Mark B  
Bean, Ben  
Berndt, Gordie E

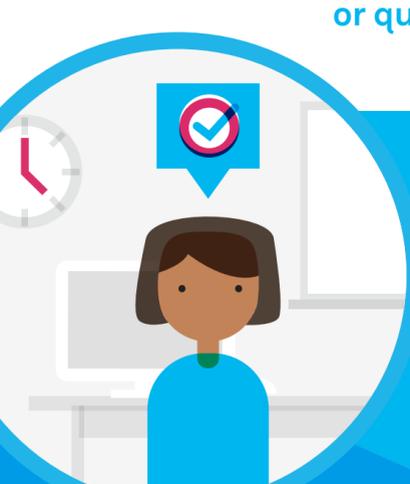
### Users Assigned

Edwards, Karrie H  
Russell, Chris C  
Thatcher, Angela J

You can register **multiple users** for a course using the same **Training Request form**.

Notes:

If you'd like to use existing funds, enter your **project or quote number** in the Notes box.



Agree to the Terms of Registration, sign, and submit - that's it! The trainer will send all attendees a Zoom link and curriculum shortly before the event. Remember to visit **My Training** to view your scheduled trainings and to download certificates from completed courses. We look forward to seeing you in class!