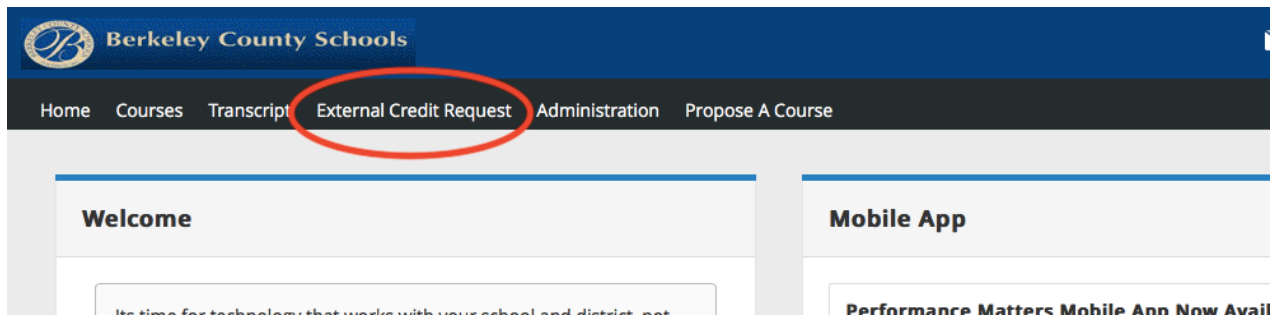
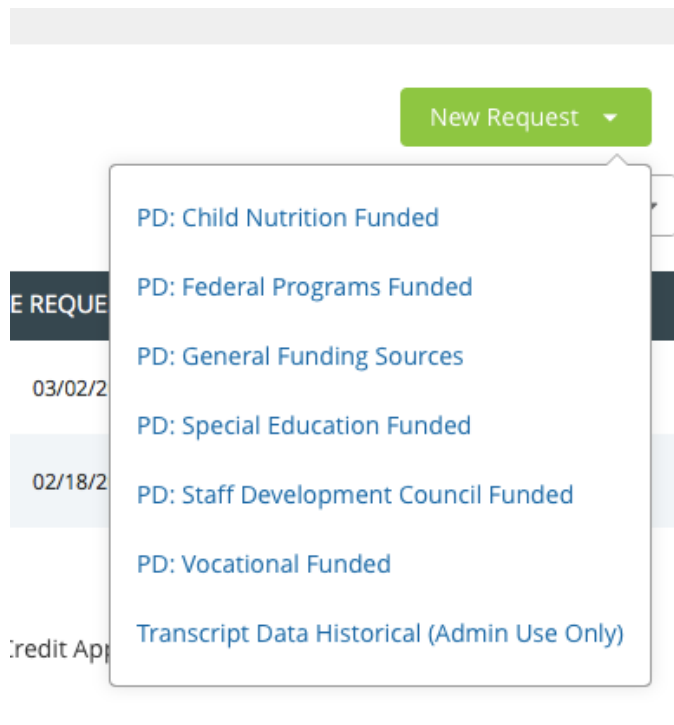


How to Submit an External Credit Request

- What is an External Credit Request?
 - Fill out this form to attend any professional development that is not being offered by Berkeley County Schools.
- Login to PowerSchool PD - <https://berkeleycountyschools.truenorthlogic.com/ia/empari/login/index>
 - Username: Employee ID#
 - Password: (employee sets first time logging in)
- Click on External Credit Request



- On the right-hand side, click on the drop-down menu for New Request
 - You will need to know beforehand what department is funding your request
 - If you are unsure, check with your administrator for options



- Input your information
 - Required fields will be noted with a *
 - Be as detailed as possible

- If you require a substitute:
 - Please click on View Instructions to see how to input dates and times
 - PowerSchool will communicate with SmartFind Express to request a substitute – **YOU WILL NOT NEED TO PUT IN A REQUEST IN SMARTFIND EXPRESS FOR A SUBSTITUTE**
 - You have the option to put in a Sub ID Number for a specific substitute,
 - Only put in a Sub ID Number if you have already pre-arranged with the specific substitute to come on the requested date(s)

- When done, click on Submit for Pre-Approval at the bottom
 - If you missed a field, you will receive an error message indicating what information is missing

- You can check on the status of you request by clicking on External Credit Request the next time you login to PowerSchool