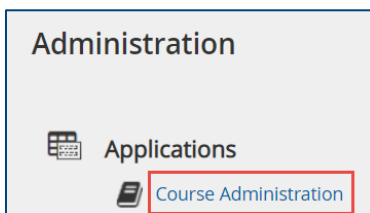


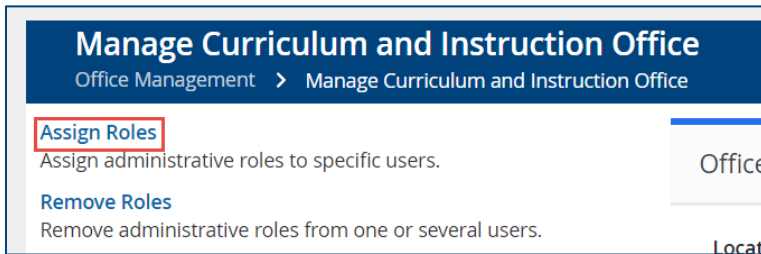
Assigning Roles

Welcome to PowerSchool Professional Learning. Follow the instructions below to assign roles to the system.

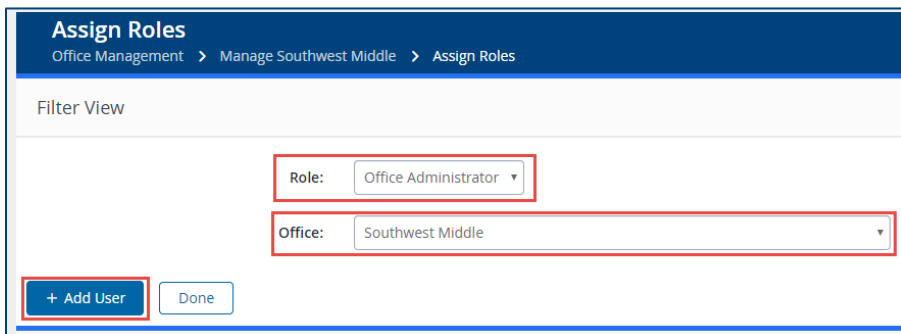
1. There are 3 roles that you can set for your users in the system. **Note:** a user can have more than one of the roles below.
 - a. **Course Requester:** Create courses in the system for approval.
 - b. **Final Approver:** Approve the courses.
 - c. **Office Administrator:** Access, Manage, and Edit all courses in your office and assign roles for others.
2. To assign roles, begin by going to the **Administration** tab.
3. Under the Applications menu, select **Course Administration**.



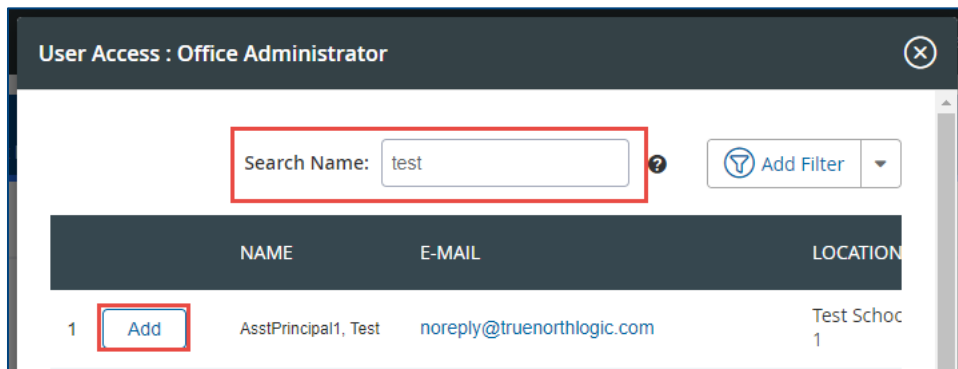
4. On the left of the screen, select **Offices**.
5. Click on the name of the office you would like to adjust. **Note:** There is an office for each school, district, region, and state department.
6. From the next menu, click **Assign Roles**.



7. Select which role to adjust from the **Role** drop down.
8. **Note:** if you need to change roles for another office, you can select the next office from the **Office** drop down.
9. Click **Add User**.



10. Use **Search Name** field at the top of the screen to search for the desired user and click **Add** next to their name.



11. Search for a new person and click **Add** to add someone to the same role
12. To add someone to a different role, click **Done** at the bottom of the page and repeat steps 7-11.
13. You can remove a role from someone by selecting the role from the drop down and click the **x** to the right of their name.

Note: An Office Administrator can add another Office Administrator, but they cannot remove themselves. If you would no longer like to be an Office Administrator, assign the role to someone else and have them remove you.