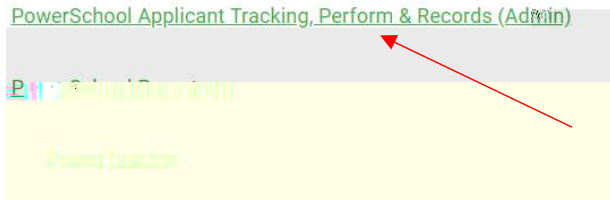




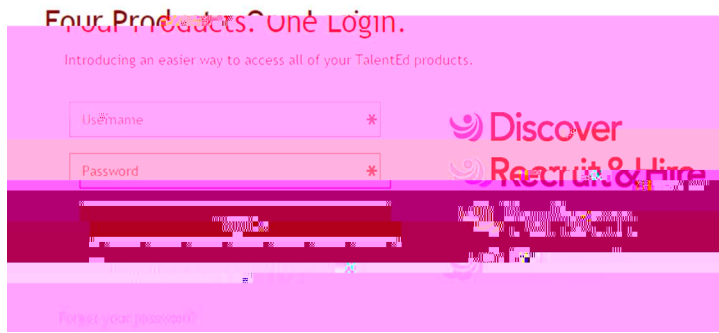
Access PowerSchool Records

You must use [redacted]. (Do not use Internet Explorer)

- 1) District Website
- 2) Click on the icon for Digital Resources/Portals (under the big picture)
- 3) Scroll and click on Powerschool Applicant Tracking, Perform & Records



- 4) Enter login credentials Your login credentials are your district username and password you use to log into your computer each day.
*Remember, your username does not include '@acpsd.net'.



- 5) Click 'Sign In'.



To complete a Resignation or Retirement form

1. Click on blank docs

2. Select the Resignation or Retirement form

3

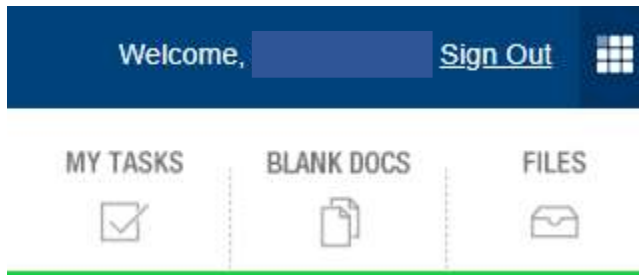
4 Complete the Resignation or Retirement form

***You must click on 'print as PDF' and save before clicking on save final. You will be required to attach this saved document to the ending PAF in Brieve.**

The image shows a screenshot of a web browser displaying a form titled "RESIGNATION/RETIREMENT FORM". The form is for "On behalf of Aiken County Public Schools" and includes a "Request" dropdown menu. A question asks "Are you resigning?" with radio buttons for "Yes" and "No". Below this are several text input fields for "Name", "Address", "City", and "State". A "Effective Date of Resignation/Retirement" field is also present. The form is partially obscured by a large, semi-transparent watermark that reads "Aiken County Public Schools". The browser's address bar shows "http://www.aiken.k12.sc.us/".

To view your files in Records

1. Click on files to view your records

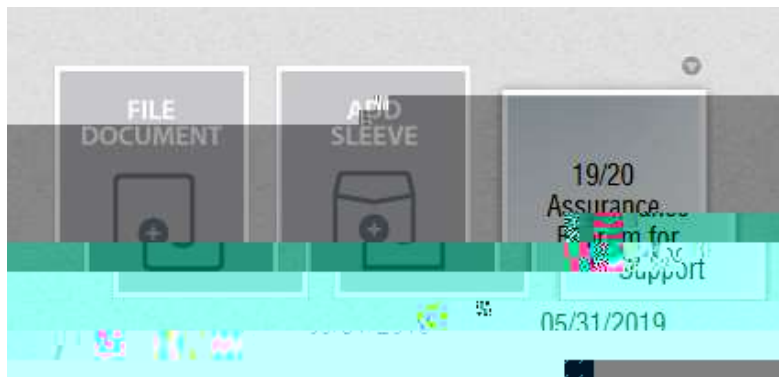


Below are the different records you have access to.



For certified staff, click on the folder that is labeled “Contacts and Agreements” to view your contact. For classified staff, click on the folder labeled “Assurances” to view a copy of your letter of assurance.

Click on the gray circle in the top right corner to view the document.



Viewing staff member files

On the far left of the screen you will see 'staff list'. Enter their name in the search bar then click on their name to view their files. You will have limited access to their files due to confidentiality.



***If you do not see a staff member's name in your list, contact Chissy Still in HR**