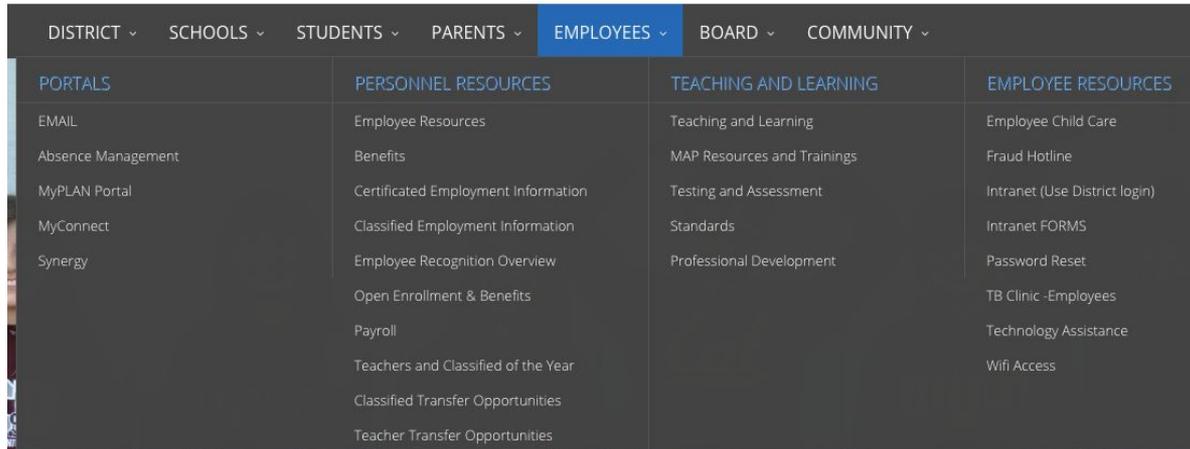


Step 1: Go to [www.powayusd.com](http://www.powayusd.com)

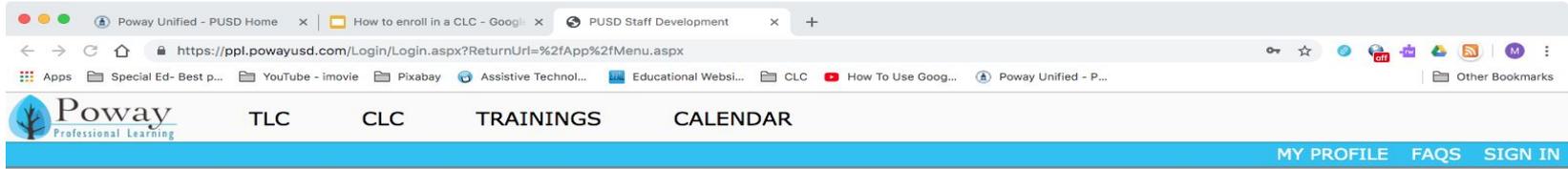
Step 2: Go to Employees - Professional Development



The image shows a screenshot of the Poway USD website's navigation menu. The menu is dark grey with white text. The 'EMPLOYEES' dropdown is highlighted in blue. The dropdown menu is organized into four columns: PORTALS, PERSONNEL RESOURCES, TEACHING AND LEARNING, and EMPLOYEE RESOURCES. Each column lists various services and resources available to employees.

DISTRICT ▾	SCHOOLS ▾	STUDENTS ▾	PARENTS ▾	EMPLOYEES ▾	BOARD ▾	COMMUNITY ▾
PORTALS		PERSONNEL RESOURCES		TEACHING AND LEARNING		EMPLOYEE RESOURCES
EMAIL		Employee Resources		Teaching and Learning		Employee Child Care
Absence Management		Benefits		MAP Resources and Trainings		Fraud Hotline
MyPLAN Portal		Certificated Employment Information		Testing and Assessment		Intranet (Use District login)
MyConnect		Classified Employment Information		Standards		Intranet FORMS
Synergy		Employee Recognition Overview		Professional Development		Password Reset
		Open Enrollment & Benefits				TB Clinic -Employees
		Payroll				Technology Assistance
		Teachers and Classified of the Year				Wifi Access
		Classified Transfer Opportunities				
		Teacher Transfer Opportunities				

Step 3: SIGN IN using your pUSD login and password. (Tech Tip) SSO - stands for Single Sign-on. You will also notice this on websites that ask if you want to log-in using Facebook or Google. Use your PUSD User Name (typically your first initial and last name) and your PUSD password



**Please Log In**

PUSD Username:

PUSD Password:

[Forgot your username or password?](#)



# Select Trainings to activate drop down screen, then enter Enroll in a Training

The screenshot displays a Chrome browser window with the URL <https://ppl.powayusd.com/App/Menu.aspx>. The website header includes the Poway Professional Learning logo and navigation tabs for TLC, CLC, TRAININGS, and CALENDAR. A dropdown menu is open under TRAININGS, listing: ABOUT THE PROGRAM, ENROLL IN A COURSE (highlighted with a red arrow), FACILITATE A COURSE, and VIEW FULL CATALOG. The main content area features four large tiles: TLC (with a woman thinking), CLC (with a mind map), CALENDAR (with a calendar icon), and MY PROFILE (with a person icon). A diagram below these tiles shows arrows pointing from TRAININGS to ABOUT THE PROGRAM, ENROLL IN A COURSE, FACILITATE A COURSE, and VIEW FULL CATALOG. The desktop background on the right shows folders for 'Desktop - Admin's iMac' (3 items), 'Abraxas' (5 items), 'Google' (56 items), 'Google Photo' (23 items), and image files like 'IMG\_1183.jpeg' (1,390 x 1,700) and 'CLC slide 3' (1,576 x 724).

**Step 4: Enroll:** Click on the plus sign (there is a minus sign in the example below) to the left hand side of the Section and Title to see class details such as description, times and location. Click on enroll to register for the class

**Poway Professional Learning** | TLC | CLC | TRAININGS | CALENDAR | ADMINS | MY PROFILE | FAQs | SIGN OUT

## Enroll in a Training

Category:  Audience:  Title:

Section <input type="button" value="⊕"/>	Title <input type="button" value="⊕"/>	Audience <input type="button" value="⊕"/>	Start Date <input type="button" value="⊕"/>
<input type="button" value="⊕"/>	2256-02834 PeopleSoft Requisition Training for Custodians (Custodians given preference but Clerical Staff and others welcome) 9.30.19	Classified Staff	9/30/19 12:00 PM

**2256-02834: PeopleSoft Requisition Training for Custodians (Custodians given preference but Clerical Staff and others welcome) 9.30.19**

**Description:** Hands on training to enter requisitions for ordering supplies in the District's PeopleSoft Financial System. Preview to the new "Fluid" Interface (Procurement system only) that will go live on October 7, 2019.....Facilitators: PUSD Purchasing Department Staff: Janay Greenlee, Director of Purchasing; Blanca Wolf, Assistant Director of Purchasing; Maria Marques, Assistant Buyer; Gayle McCormick, Buyer

**Facilitated By:** Janay Greenlee, Tania Rowe

**Audience:** Classified Staff

**Seats:** 21 seats available

**Additional Information:** [http://Additional parking available at Living Way Church \(across street\)...local residents have requested that we do not park in neighborhoods](http://Additional parking available at Living Way Church (across street)...local residents have requested that we do not park in neighborhoods)

**Categories:**

Sessions: <input type="button" value="(show details)"/>	Session	Location	Date/Time
	1	Twin Peaks Center 13626 Twin Peaks Road, Poway, CA 92085	Mon 9/30/2019 12:00 PM - 3:00 PM



Click on the plus sign to see class details, times and locations.

Click on link to register for the class



## My Profile

Gale Ching  
 Instructional Assistant II - Special Education  
 Abraxas High School  
 gching@powayusd.com

CLC Points Earned: 0  
 - Points Used: 0  
 - Points Expired: 0  
 CLC Points Balance: 0

Alternate Email:

Preferred Phone #:   updated on 6/14/2019 12:51:00 PM

### My Current Courses

	Section	Program	Title	Audience	Start Date	
<input type="button" value="⊕"/>	2144-02572	CLC	CLC Squared - Completing the CLC process from start to submission		8/13/19 1:00 PM	<input type="button" value="drop course"/>

### CLC Course History

Implementation	Section	Title	Status	Course Points	Points Earned	Points Status	Date Issued	Expire Date	Salary Adjustment Date
2019-2020	2144-02572	CLC Squared - Completing the CLC process from start to submission	Enrolled	5	0	n/a			

Step 5:  
MY PROFILE

Now you are  
enrolled in a  
training

Step 6:

You can also drop  
course here.