PowerSchool

Editing User Profiles
# -District Admin only-

Welcome to PowerSchool Professional Learning. Follow the instructions below to adjust user profile information including email addresses, usernames, locations, name, hire date, and ALSDE ID for a user.

Accessing User Account

1. Go to the **Administration** tab.
2. Click on **User Accounts**.
3. Use the **Search** bar to search for a user.
4. Click on the name of the user.

Changing User information (email, username, first name, middle name, last name, hire date, ALSDE ID) *ALSDE ID is the TEACH ID number*

1. Click **Edit** at the bottom of the screen.
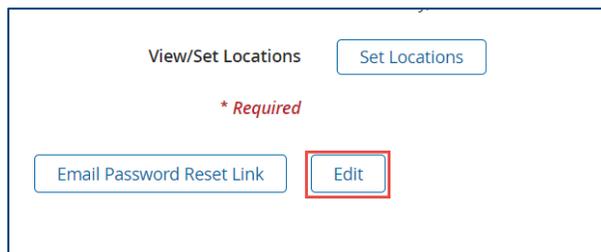
2. Adjust appropriate information and click **Save** at the bottom of the page.

Changing Location

1. Click **Set Location** to choose the appropriate locations for the user.

2. Use the dropdowns to select the correct location and click **Add**.
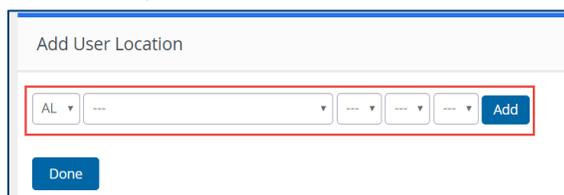
Changing Demographic

1. Click **Set Demographics** to choose the appropriate locations for the user.

2. Place a check next to the demographics that you would like to set. Use the + and – to expand/collapse the selection tree. Options will depend on the staff position assigned to the user.
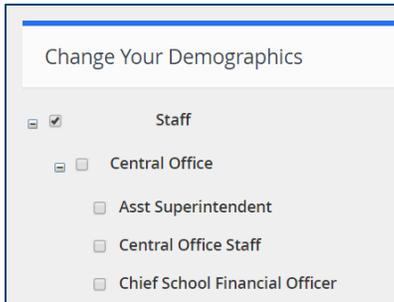
3. Click **Done** at the bottom of the page.