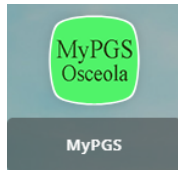


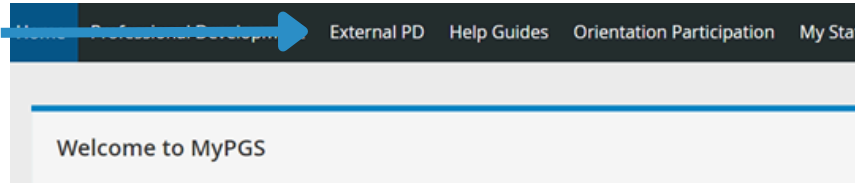
MyPGS Help Guide

Administrator External PD Approval

1. Log into ClassLink and click on the MyPGS Osceola Icon.



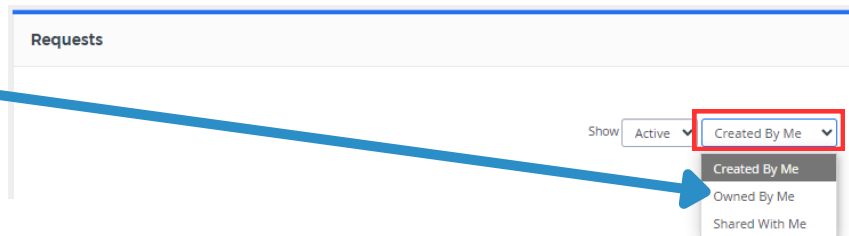
2. Click on the “External PD”.



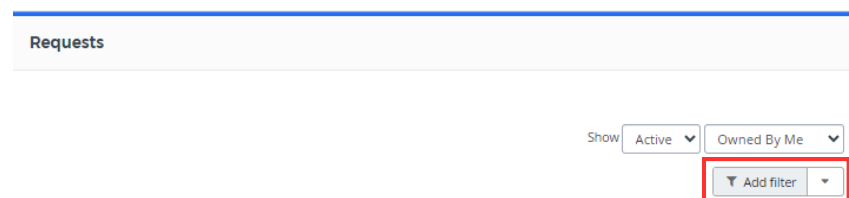
Important Tip:

When the system is operating properly your External PD Tab will show “Request Pending Approval”. If this section is missing, follow the steps below.

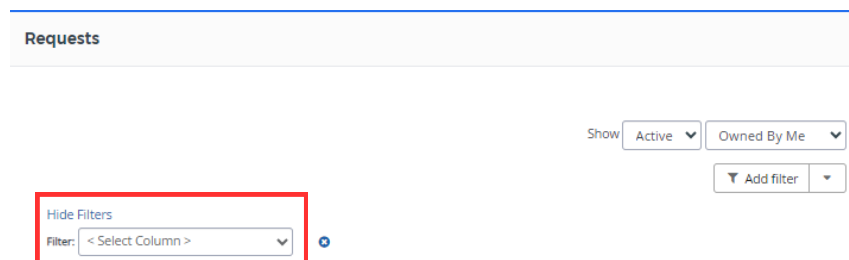
3. Click “Created by Me” and select “Owned by Me”.



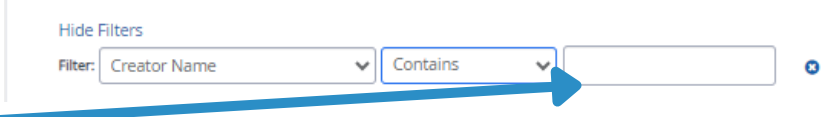
3. Click on “Add Filter”.



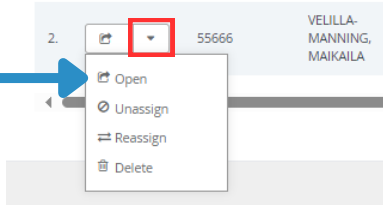
4. The filter toggle will appear on the left side of the screen.



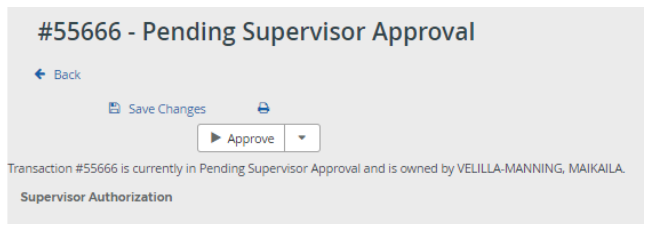
6. Choose "Creator Name" and "Contains" and type the employee's last name.



7. Click dropdown next to folder icon and select "Open".



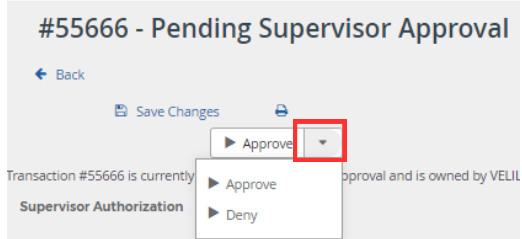
8. Review request and determine approval status.



9. If denied for any reason, you must add an explanation under "Supervisor Comments".



10. Click dropdown next to approve and select proper approval status and click "Confirm".



Employee receives an automated email confirming administrator's completion.