



Charter School Employee Login for Professional Development Management System (PowerSchool):

Step 1. Please make sure that your School Data Entry Clerk/Principal has entered your employee information into the NT Application and verified your record, which must be pushed to SAP.

Step 2. All edits to employee records will be updated within one hour of submission to SAP.

Step 3. Check with your Data Entry Clerk/Principal for your new DCPS Employee ID number, which is displayed in the NT Application Demographics screen.

Step 4. If you already have a login for Focus, use your Focus login credentials to access the Professional Development Management (PowerSchool) System. If you are unable to access the PD system, please call the DCPS Help Desk (904-348-5200) with your DCPS Employee ID to reset your password and obtain your Account Name to use to login.