

## **Steps for authorization to enter school grades using the Lethal Weapons Training Program site ([www.lethalweapons.state.pa.us](http://www.lethalweapons.state.pa.us))**

Steps to be done by any user who wants to be authorized to enter grades for a school.

1. Request Approval from PSP.
  - a. Print and fill out the School Authority Registration form (found on the Lethal Weapons site).
  - b. Sign the School Authority Registration form and have an authorizing party sign the form.
  - c. Send the completed School Authority Registration form to PSP using the address at the bottom of the form.
  - d. When your Lethal Weapons account is set-up, you will receive approval notification containing your user id and password. This notification will automatically be sent to the email account provided on the form.
  
2. Utilize site upon PSP approval.
  - a. Wait for approval notification from PSP.
  - b. Start using the Lethal Weapons site to enter school grades.
    - i. Select the Login button on the Lethal Weapons site.
    - ii. Login using user id and password from the approval notification.
    - iii. Select Online Services link.
    - iv. Select Training Grades link under the Schools category.
    - v. The schools that you are authorized for will be found in the School drop down box on this grade page. If more than one school is displayed, be careful to properly select the correct school each time grades are entered.