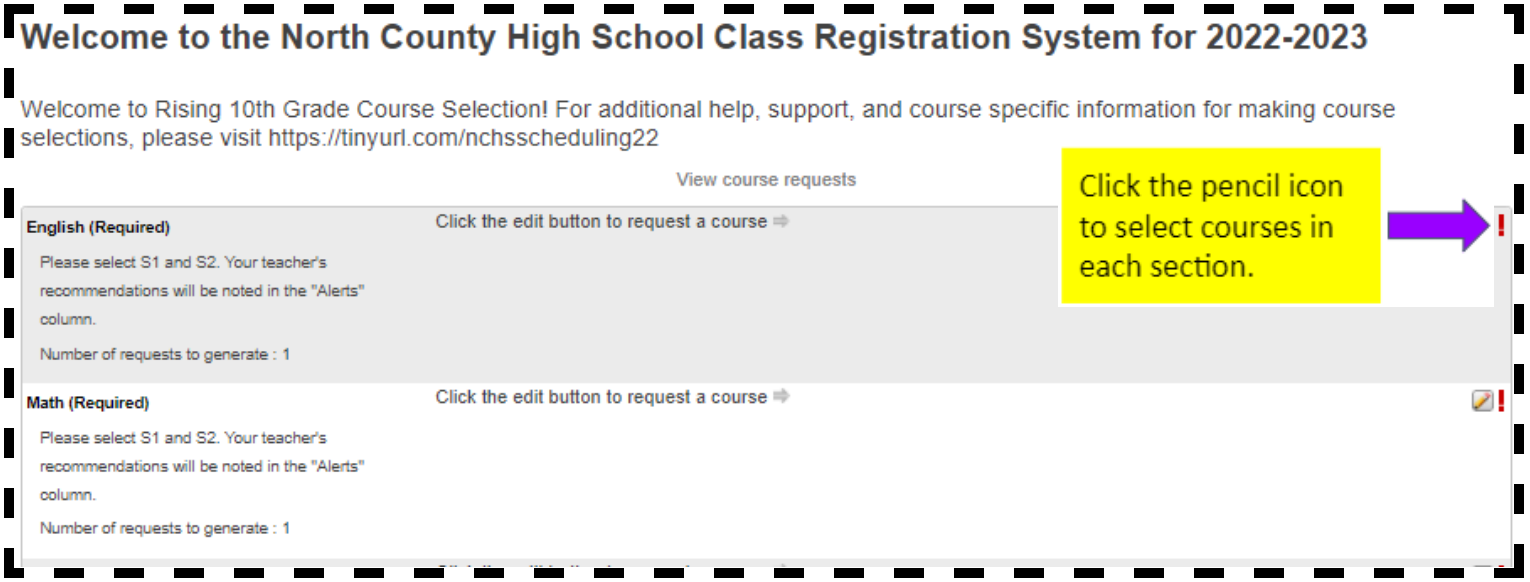
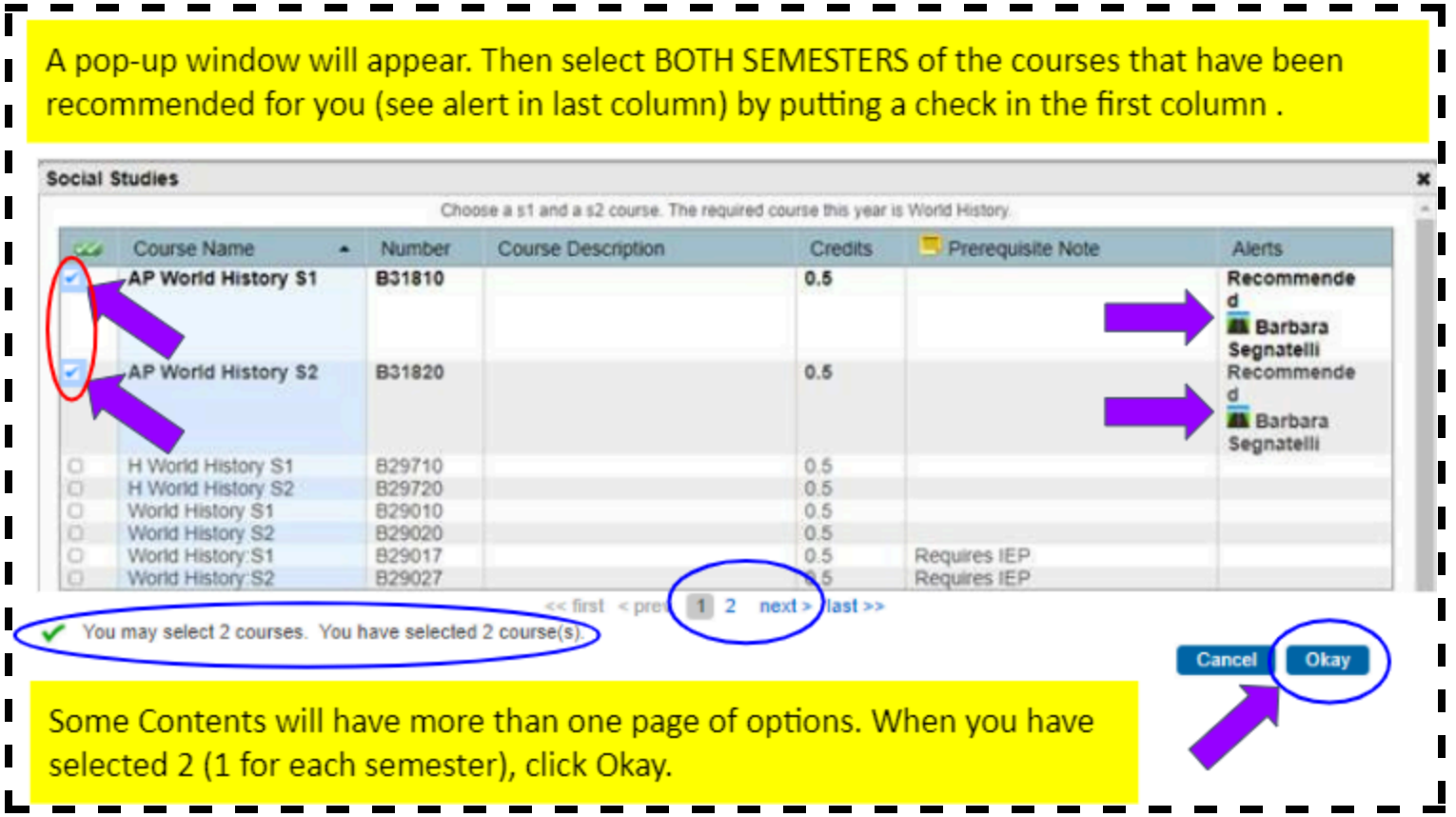
Entering Course Requests

Instructions for Students for SY 2022-23

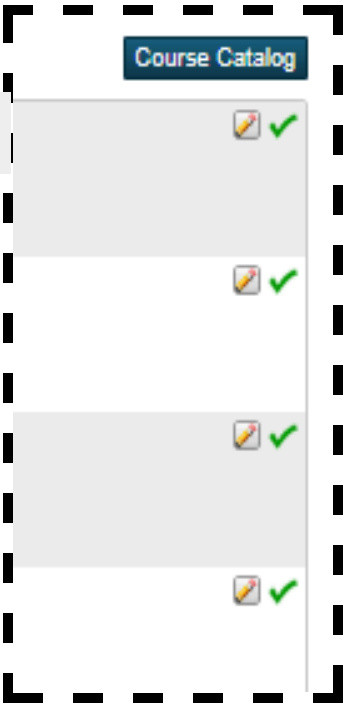
1. BETWEEN JANUARY 24 & FEBRUARY 4, log into a computer using your AACPS login credentials (**MUST be a laptop/PC/Chromebook – you cannot do this on a mobile device!**).
2. Open your **ClassLinks** page, next open your **PowerSchool Student Portal App.**
3. Once you are in the Student Portal App, click **Class Registration** on the left navigation bar to access your course selection form.
4. On the Registration page, you will see a list of Course Contents on the left and a Pencil icon on the right. Click on the Pencil icon to select courses for each section.



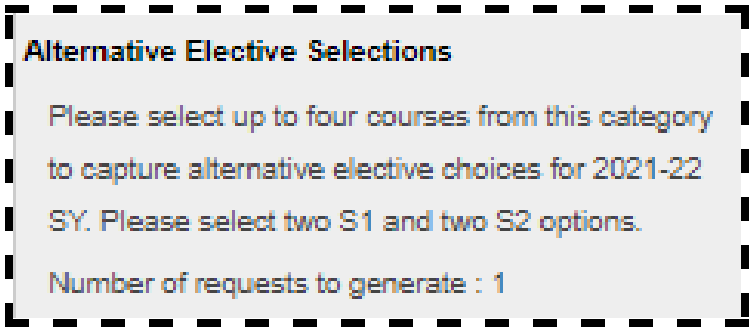
5. When you click the Pencil icon, a **pop-up window** will appear.



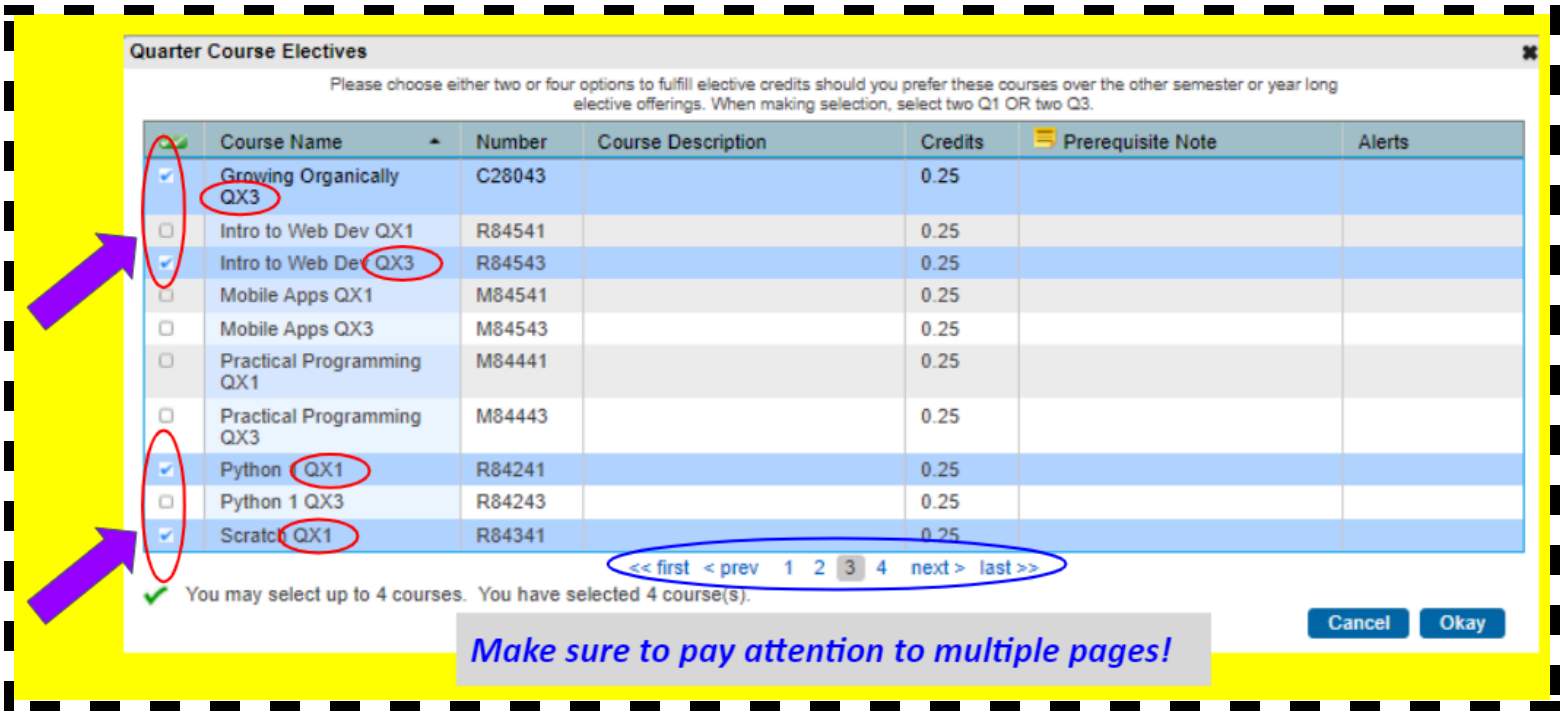
6. Repeat that process to make selections for all 4 required Contents (English, Math, Science, & Social Studies) and all other content areas which apply to you. Make sure that you have a Green checkmark ✔ for each of the sections.



7. Be sure to choose at least **two alternate** courses for **each** semester, so that there are additional options if your electives are not offered or do not fit into your schedule.



8. An important note about **Quarter Courses** (courses that only last one marking period instead of one semester):
   a. All quarter courses will say either QX1 or QX3.
   b. If students select to take quarter courses, they MUST select TWO QX1 courses AND/OR TWO QX3 courses!!



9. Click **Submit**, and you will see a list of the requested courses on the View Requests screen. If those courses are what you want to *request*, then this is the end of the course request process, and you are finished!
   a. **Please remember that these are your course *requests*, and this is NOT YOUR ACTUAL SCHEDULE for next year!**