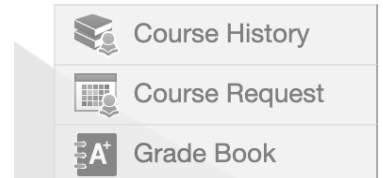


StudentVUE Scheduling Instructions



Accessing Synergy:

- Log into the computer
- Click Google Chrome
- Log into [StudentVUE](#)
- Enter your MCPS username (your ID number) and computer password (the password you use to log into the computers at school)
- Once logged in, click on the **Course Request** tab on left side of screen



Selecting Courses:

- Click [Click here to change course requests](#)
- When the **Course Request Selection** screen opens, use the search criteria to enter the course ID or name of the course(s) you are searching for.
- Click **Add Request** to add the course. For full year courses, make sure to add both the first (A) and second (B) semester courses.

[Click here to change course requests](#)

Action	Ln	Course ID	Course Title
✕ Remove	1	ENG2031A	AP Language and Comp A
✕ Remove	2	ENG2031B	AP Language and Comp B

- Once selected, the courses move to **Selected Course Requests**.
 - Repeat the process until you have a full 7 period schedule.
- Once finished, click [RETURN TO COURSE REQUEST SUMMARY](#).
- Then, [click here to return to course request summary tab](#)
- **WHEN SEARCHING FOR COURSE REQUESTS DO NOT HIT ENTER. HITTING ENTER WILL LOCK YOUR COURSE REQUESTS!**

[Click here to return to course request summary](#)

Changing Course Requests:

- Click **Remove** next to the course to be removed, then follow the process above to add

Action

[✕ Remove](#)

Finalizing Course Requests:

- At this time, you do not need to finalize your course requests. Once you have added all of your course requests, you are done with StudentVUE registration.

Grade-level Google Form

- The final step of registration is to complete your grade-level specific google form. Please find the google form of your grade level for **NEXT SCHOOL YEAR**. Complete the form and a copy will go to your school counselor, yourself, and your parent/caregiver. Failure to submit the google form will result in no schedule changes being made at the start of next school year.

Current Grade Level	Grade Level Next Year	Google Form
8th Grade	9th Grade	Rising 9th Grade Registration Form
9th Grade	10th Grade	Rising 10th Grade Registration Form
10th Grade	11th Grade	Rising 11th Grade Registration Form
11th Grade	12th Grade	Rising 12th Grade Registration Form

Dates to Remember:

- **Rising 9th grade** - Please make sure your final course requests are submitted by Friday, February 14th.
- **Rising 10th - 12th grade** - Please make sure your final course requests are submitted by Friday, January 17th.

This completes your registration for the next school year! If you have any questions or need to make a change, please contact your school counselor via email or by calling 240-740-2710. No changes will be made after February 14, 2025.

AEHS Counselor Assignments		
Counselor	Last Name	Email
Ms. Winston	A-Canal	Sharon S Winston@mcpsmd.org
Mr. Pykosh	Canam-Fap	Auguste C Pykosh@mcpsmd.org
Mr. Edwards	Faq-Hern	John T Edwards@mcpsmd.org
Ms. Khanni	Hero-Mad	Iehan E Khanni@mcpsmd.org
Ms. Mafдали	Mae-Ng	Jodi E Mafдали@mcpsmd.org
Mr. Netterville (starting Jan. 2025)	Ni-Pres	Ioshua J Netterville@mcpsmd.org
Mrs. Trunell (formerly Ms. Rogers)	Pri-Sha	Emily-ann L Rogers@mcpsmd.org
Ms. Spivak	She-Woo	Kellie B Spivak@mcpsmd.org
Ms. Haddad	Wor-Z & Discrete Programs (LFI, SCB, & Extensions)	Ashley S Haddad@mcpsmd.org
Mr. Pabian	ELD 1 & Newcomers	Brad Pabian@mcpsmd.org

**Counseling assignments are subject to change based on enrollment and staffing changes.*