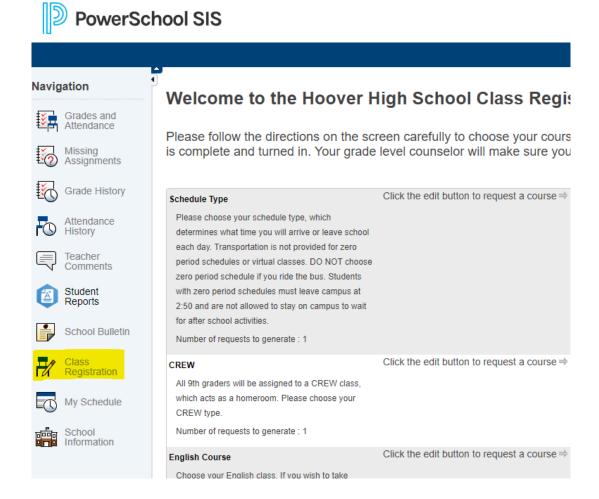
Entering Your Courses in PowerSchool- Rising 9th Grade

STEP 1: Complete the paper copy of your course selection sheet prior to attempting to enter your requests in PowerSchool.

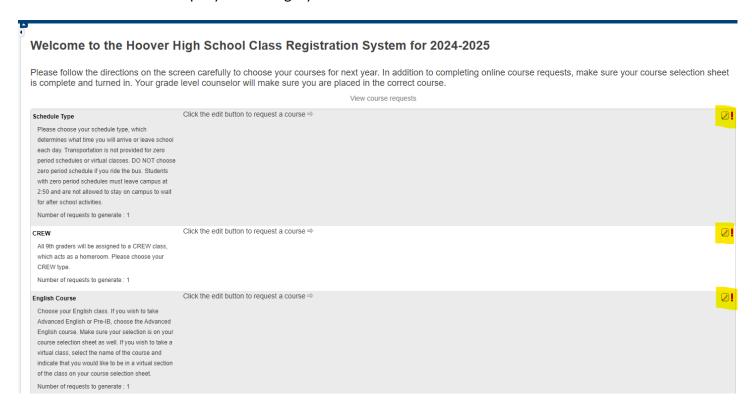
STEP 2: Log in to your PowerSchool account on a computer. Click on the Class Registration icon in the left column.



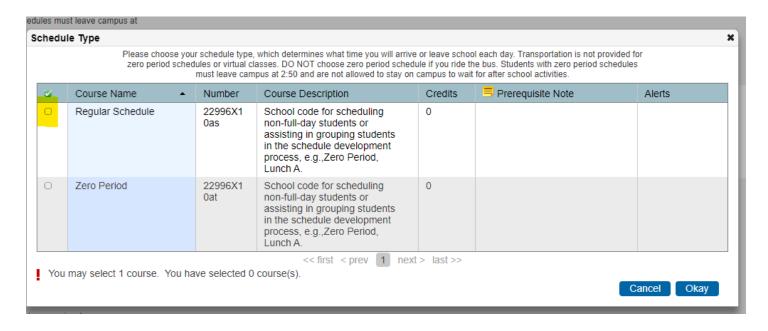
STEP 3: Pay close attention to the directions throughout this process.

- If you plan to take a *Pre-IB* English or History course, you must indicate this choice on your paper copy of the Course Selection Sheet. You will choose the *ADVANCED* course in PowerSchool. You will not see a Pre-IB option in PowerSchool, so it is important that you mark this on your Course Selection Sheet.
- If you plan to take a course **VIRTUALLY**, please indicate this choice on your paper copy and choose the course you wish to take in PowerSchool. You will not see a virtual option in PowerSchool, so it is important that you mark this on your Course Selection Sheet.
- In each of these situations above, your counselor will make sure that you are placed in the correct course, either Pre-IB or Virtual.

STEP 4: To begin choosing your courses, click the pencil icon next to the red exclamation point. Make sure to read the instructions that accompany each category.



STEP 5: Click on the checkbox next to the class you wish to request. Click okay in the bottom right corner.



STEP 6: Check for a green checkmark instead of the red exclamation mark. This checkmark means you completed the request(s) for this category. Your request(s) will appear as small squares next to the category's instructions.

Important Notes

- Prerequisite notes include courses that you should have taken before taking this course or recommendations/information to help you determine if this is the best course for you.
- You may still request a course with a prerequisite note. If you haven't fulfilled the required course prerequisite, you may see an orange exclamation point by a message.
- If you are unable to select a course in PowerSchool that you plan to take, please make a special note on your paper course selection sheet so your counselor will see that request.

STEP 7: Once you have entered all of your requests that you marked on your paper Course Selection Sheet, check for the green checkmark for all of the categories on your course selection screen. **There should be no red exclamation points.** Click submit in the bottom right corner. If there is an error with any of your requests, you will get a pop up. Follow the instructions on the screen to enter your course selections correctly.

STEP 8: When all of your requests have been entered correctly, you will be able to view a list of your course requests by clicking on the "View Course Requests" below the instructions. You may make changes to your requests until the Request Portal closes on February 16.

A Note about Electives and Alternates

The HHS master schedule is complex. Unfortunately, we may not be able to grant every student's first elective choice(s). It is important that you indicate your alternate choices on your paper Course Selection Sheet. Any course that is on your sheet could be placed on your schedule.