Part 4: For Students
Accessing the Class Registration Form in the Student/Parent Portal

Once the Student Registration Screens for each grade level have been enabled, students and parents can begin to select their courses in the student/parent portal.

Students begin by logging into the Student Portal, and selecting Class Registration from the Navigation links on the left.

The Class Registration Form will display a message to students, with instructions on how to fulfill each course requirement.

NOTE: Before selecting courses, it is recommended the student click the View course requests link to check for previously entered requests or course requests entered by counselors. If course requests are listed, advise students to submit remaining requirements.

Once the student has verified they have no prior requests listed, they may proceed to select their course requirements.

On the Course Registration Form, click the edit icon for each course requirement.

On the Course Screen, students select the appropriate course(s) and click Okay.
Class Registration Form

Before selecting courses, click the View course requests link to check for previously entered requests.

Social Studies/History

Instructions direct students how to complete this specific requirement.

To select courses, click the edit icon (pencil).

Red exclamation mark indicates a selection has not been made.

Students check the appropriate course(s), then select Okay.

The green arrow and a confirmation indicates the course requirement has been fulfilled.

Course Screen

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Once the student has fulfilled all course requirements, they may **Submit** the Form.

**IMPORTANT!** Students may go back and edit their selections, as long as the window is open.

The student’s selections will be displayed in a list format, after submission.