

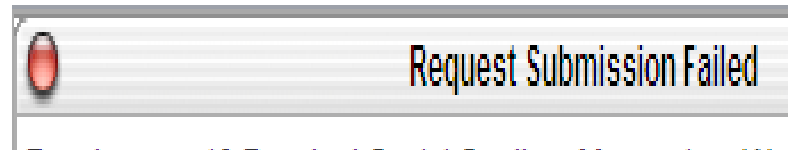
# On-line Enrollment in PowerSchool

- Complete the Blue Springs High or Blue Springs South enrollment form prior to enrolling on-line.
- Go to <https://pschool.bssd.net/public>
- Use the following screens to complete the enrollment process

**On-line enrollment is open  
January 27th –February 3rd**

# Tips

- After 5 minutes of inactivity, the screen will log you out without saving changes. This is why you need to have your enrollment form completed so that you can continue to select courses (showing activity).
- If you receive a pop up screen with information, after reading be sure to click on the red circle to exit the screen. Be careful not to log off or you will have to start over.



Step 1: Your User Name is your student ID (lunch code) followed by **BS** or **BSS** (whichever code applies to you.)

For example, if your **lunch code** was 1234567890 then **add BS or BSS** to the end.

Your Password is your birth date separated by backslashes.  
**For example: January 7, 1997 would be 1/7/1997**

# PowerSchool

## Login

User Name

123456780 BSS

Password

●●●●●●●●●●

[Having trouble logging in?](#)

Submit

# Step 2: left click the Class Registration button



Grades and  
Attendance



Grade  
History



Attendance  
History



Teacher  
Comments



School  
Bulletin



Class  
Registration







Balance



My  
Calendars

Step 3: This is the screen that appears,  
but it has more rows and columns.  
Here are what the icons mean and do.

Click the edit button to request a course →  

Click the edit button to request a course →  

Click the edit button to request a course →  






- The pencil allows you to select and edit a course requested.
- The red exclamation point means it is required to take a course in under that heading (i.e. math).
- Green check mark means it is a heading you may take, but do not have to take your ninth grade year (i.e. practical/fine art).

If you have selected any classes where prerequisites have not been met, you will receive an error for that class. You need to select the pencil and select another class.

Step 4: For each row with a red exclamation point select the pencil to view the course offerings, credits, and prerequisite notes. These match the book. The arrows at the bottom will help you navigate to see all the courses for that specific content area. Left click in the open circle next to the name of the course that matches what you marked on your paper copy of the BS or BSS enrollment form.

Select Okay.

10 Required Comm Arts

	Course Name	Number	Credits	 Prerequisite Note	Alerts
<input type="checkbox"/>	World Lit & Comp		1		
<input type="checkbox"/>	English II		1		
<input type="checkbox"/>	ESL		1		
	English		1	Teacher Recommended Only.	 Prerequisites have not been met
	English Fundamentals		1	Teacher Recommendation Only.	 Prerequisites have not been met
	English II		0	Teacher Recommended Only. Must also be enrolled in HS0104 English I.	 Prerequisites have not been met

<< first < prev **1** next > last >>

You may select between 1 and 2 courses. You have selected course.

You will need 6 credits and 2 alternative classes. If you have a red exclamation mark then you need to select a course in a row that has a red exclamation mark. The bottom of the screen should have a green check mark. Then select submit.

Finished



Requires 6 credit hours. ✓  
Requesting 6 credit hours.

Submit

Not Finished



Requires 6 credit hours.  
Requesting 0.5 credit hours.

Submit

Step 5: After you selected submit a 2012-2013 Course Request screen will open (see below). It will list the requests you submitted.

## 2012-2013 Course Requests

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
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### Print the 2012-2013 Course Requests Screen

(Printer Icon on Top Right Part of the Screen)



You will turn a copy of your Course Requests Screen in with the worksheet you used to enroll on-line.

Step 6: The parent and student must **both** sign the 2012-2013 Course Request sheet you just printed off.

You will turn your **course worksheet**, **online course request sheet**, AND an **updated personal plan of study** into your Freshman Center counselor by **February 2.**

Please call your counselor if you have any questions or concerns during the enrollment process.

Mrs. Finley A-G

Mr. Breske H-O

Mrs. Frey P-Z

If a course is full then  
counselors will do their best  
to ensure that students are  
enrolled in one of their  
alternate classes they  
selected.