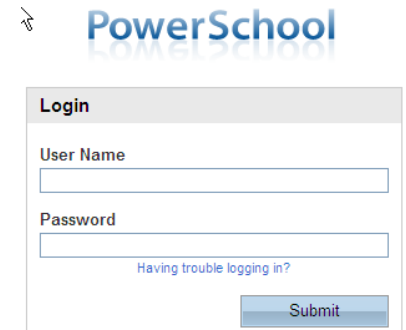


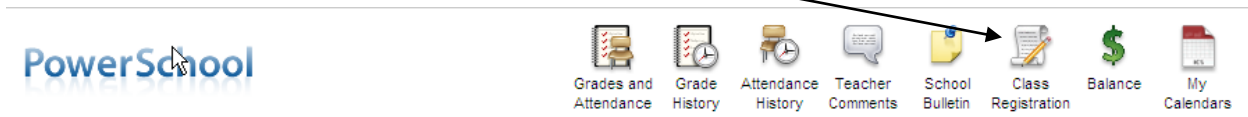
Student's Logging in for Course Request Screens in PowerSchool

The screens will only be available during open enrollment.

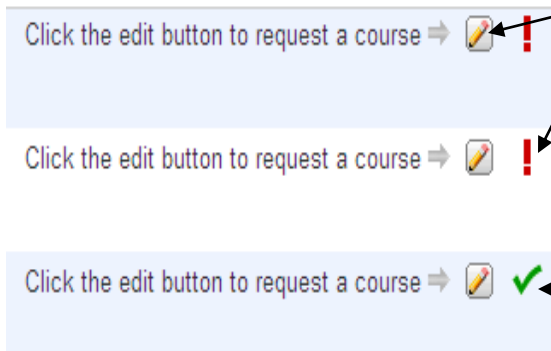
1. Go to <https://pschool.bssd.net/public>.
2. Your User Name will be your student number + BSS (not case sensitive). So, if your student number is 100, you would type 100bss.
3. Your password will be your birth date separated by slashes. For example, if you were born August 1, 1994, you would type 8/1/1994 as your password.
4. Once logged in, you will click on the Class Registration icon.



The image shows the PowerSchool login interface. It features the PowerSchool logo at the top. Below the logo is a 'Login' section with two input fields: 'User Name' and 'Password'. A link for 'Having trouble logging in?' is located below the password field. A 'Submit' button is positioned at the bottom right of the login form.

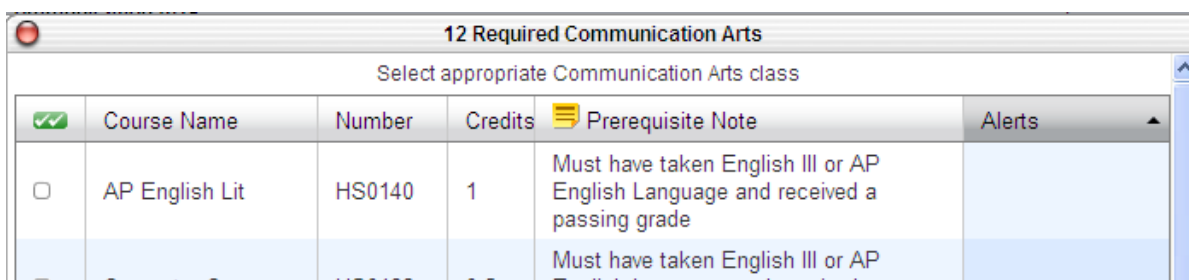


5. Verify that your request screen is for the grade you should be in next year.
6. Quick screen explanations:



- The pencil edits your course requests.
- Before selecting classes, the red exclamation point tells you that you must take a required class. If a red exclamation point appears after you have selected courses, it is because there is a problem with the request.
- Before selecting classes, the green check mark represents classes you can take that are not required. After you have selected classes, it shows a green checkmark if everything is alright with the class selection.

7. The screen below is what you see when you click on the pencil. The Prerequisite Note is to help you determine whether or not you are eligible to take a class.



The screenshot shows a window titled '12 Required Communication Arts'. Below the title is the instruction 'Select appropriate Communication Arts class'. The main content is a table with the following columns: a checkbox, 'Course Name', 'Number', 'Credits', 'Prerequisite Note', and 'Alerts'. The first row shows 'AP English Lit' with a checkbox, 'HS0140', '1', and a prerequisite note: 'Must have taken English III or AP English Language and received a passing grade'. The second row shows 'Computer Comp' with a checkbox, 'HS0182', '0.5', and a prerequisite note: 'Must have taken English III or AP English Language and received a passing grade'.

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	AP English Lit	HS0140	1	Must have taken English III or AP English Language and received a passing grade	
<input type="checkbox"/>	Computer Comp	HS0182	0.5	Must have taken English III or AP English Language and received a passing grade	


8. Please make sure to scroll to the bottom of the screen, because there could be more choices. The screenshot below shows that this section has two pages of choices.

<< first < prev 1 2 next > last >>

You may select up to 4 courses. You have selected course.

Cancel Okay

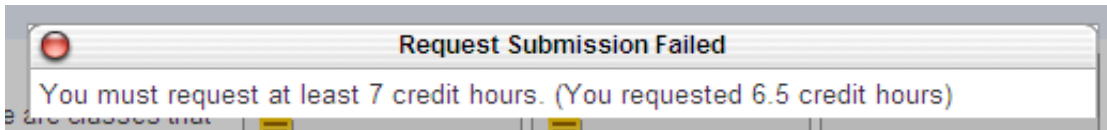
9. You will need to select 7 credits and 5 alternative classes.

Requires 7 credit hours. 
Requesting 7 credit hours.

10. Once you have all hours and alternative classes selected (must be green checkmarks all the way down the right side), you can press submit at the bottom of the screen.

Submit

11. If you do not choose 7 credits and 5 alternates, a “Request Submission Failed” box will appear. Click on the red dot in the top left corner of the box to return to the original screen.



12. When you have chosen 7 credits and 5 alternates, click submit, it pulls up a **2011-2012 Course Requests** screen with your classes noted, this will be the actual requests that have been entered for you.

2011-2012 Course Requests

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
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13. Select Print and Parent and Student signatures are required before returning to school.

