

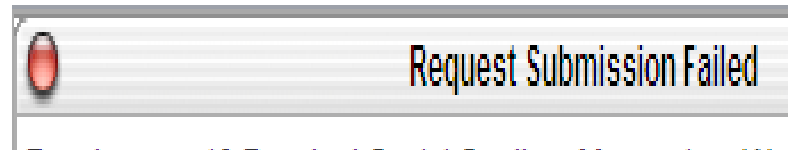
On-line Enrollment in PowerSchool

- Complete the Freshman Center 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 February 1 – 12

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 FC.

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

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

The logo for PowerSchool, with the word "Power" in a lighter blue and "School" in a darker blue, both in a sans-serif font. The logo is reflected below it.

Login

User Name

Password

[Having trouble logging in?](#)

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 FC enrollment Form. Select Okay.

9 Required Comm Arts

Must select English I or English I Lit and Comp.

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Eng 1 Lit Comp	HS0188	1	Recommendation: Grade of B or above in both semesters of 8th grade English	
<input type="checkbox"/>	English I	HS0104	1		
<input type="checkbox"/>	ESL	HS1520	1		
	English	HS1476	1	Teacher Recommended Only.	Prerequisites have not been met
	English Fundamentals	HS1454	1	Teacher Recommendation Only.	Prerequisites have not been met
	English I	CWC0105	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.

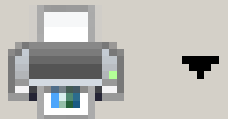
Submit

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)



The math course your
middle school teacher
recommended will display
on your print out.

Please see your middle school
teacher if there is a question
or a desired change in the
math course.

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

You will turn this form into your middle school counselor on/before February 13, 2012.

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

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