

Directions for Entering Course Requests into PowerSchool

Once you have discussed your course requests with your parents and guidance counselor, and once you have received teachers' approvals for your requests, you are ready to enter your requests into PowerSchool via the Internet on either a Mac or PC computer. You will need to have access to the world-wide-web using Internet Explorer as your web browser. If you do not have access to such technology at home, the SSC computers are available for your use outside of class time any school day. A bank of computers in the PC Lab will be reserved outside of class time on Tuesday, March 3, and Wednesday, March 4 from 3:30 – 5:00 PM for entering course requests.

To enter your course requests:

1. Using Internet Explorer as your web browser (this will not work with Netscape), type and go to the following address or click on the PowerSchool link on the SSC homepage:
2. At the PowerSchool Welcome Page login by typing your unique Username as it was assigned to you. Type the Username code exactly as it was assigned to you, i.e. in uppercase and lowercase letters, punctuation marks, and spaces. (As you type, your Username should appear in the entry box.)
3. At the PowerSchool Welcome Page, now enter your unique Password, which was assigned to you. Type the Password exactly as it was assigned to you, that is, in uppercase and lowercase letters, punctuation marks, and spaces. (As you type, your Password will appear as dots to protect your identity.)

<http://ps.ststan.com>

(your unique Username)

(your unique Password)

Please note that your username and password were originally affixed to the reverse side of your ID card. If you have lost your ID or need your codes, please see Mrs. Elizabeth Breen, the Principal's secretary, outside of class time to get them.

4. After logging in, you will come to a PowerSchool screen called Grades and Attendance. It should be displaying your current class schedule. Across the top of the screen you will see a series of icons in squares. Click your cursor on the *scroll and pencil*, which will bring you to your course request screen.



When you are successful, the screen should read:
Requests for _____ Grade

5. Now carefully follow your Course Request Sheet and the directions on the screen.
6. Once you have selected your courses, ***please double check*** your pop-up menu selections. Once everything is correct, click the **Submit** button on the bottom of the screen. You can view your course requests by clicking the **View Future Course Requests** at the top of the screen. After you are sure your work is correct, **Logout** of the program by clicking the button in the upper right hand corner of the screen.

Congratulations! You have now successfully entered your Course Requests for 2009-2010.

Mistakes or Errors

If you accidentally submit incorrect information, simply repeat the process beginning with Step B above and select the correct courses before Thursday, March 5, at 8:30 AM.

Remember: Your ***four-year Curriculum Planning Sheet*** (grades 8-11) and your ***Course Request Sheet*** (grades 6-11) will be collected in First Period on the morning of Thursday, March 5, 2009.

All students turning in course selection information after the due date will be given secondary priority in assignment to classes, will be subject to a monetary fine, and possibly other disciplinary consequences. Also, a student's course selection requests are processed only after registration for the 2009-2010 school year is complete.