

Registering for 9th Grade Classes through PowerSchool/Home Base

We are offering on-line registration at home for all 8th grade students. Please follow all of the instructions to complete this process. If you experience difficulty with this process, your child may complete his/her registration at school with the help of the 8th grade counselor on the date indicated on the timeline.

Logging on:





1. Login to your Wake ID
2. Login to your PowerSchool Account

Recommendations

Students will receive a hard copy of teacher recommendations per County guidelines. They will also be able to see the recommendation in BOLD. A selection different than the recommendation can be made.

Selecting Courses

Using your course selection sheet/graduation card, you will now enter your course selections.

1. Click **CLASS REGISTRATION** in the left column.
2. The ASSIGNED High School welcome information will appear at the top of the next screen with course information listed on the left side of the next screen. The right hand side of the screen contains the edit buttons to request a course.
3. To select a course: click on the pencil icon  (edit button) to the right of the subject. On the next screen a list of courses will appear. Click on the box beside the course(s) you are selecting.
4. Click the Okay button. 
5. The screen will return to the previous one with all subject areas listed. A green checkmark  will appear on the right hand side when course selections have been made. A red exclamation sign  will appear in the right hand column beside the subject area for incomplete course selections.
6. Repeat this process to select 8 primary courses.
7. Repeat this process to select 3 alternate courses.
8. Click Submit button.

NOTE: If you need to log out before submitting your selections, the system will not save your selections.

- To delete a course from your selections, repeat the process above, click on the box beside the course you want to delete and then select a new course.

Finalizing and Printing the Course Selection Page

Once you have selected all of your courses, you are ready to submit and print the course selection page.

1. Click on Submit button.
2. The Course Request page will appear. Print this page. (2 copies – one for your records and one to return to school).

THIS FORM WILL BE COLLECTED WHEN SCHOOL REOPENS.

