HSHS PowerSchool Registration Instructions for 2022

1. Using your PowerSchool username and password, **log-in** to Home Base/PowerSchool (https://wcpss.powerschool.com/public/home.html). If you are not able to log-in, please bring it to a counselor's attention immediately.

2. On the left side of the page under **Navigation**, click on **Class Registration.**

3. On the **Class Registration** screen, each department will be displayed. Click on the Pencil to see the courses in the department selected. Note that courses recommended by your teachers will be listed under the **Alerts** column on the right. Follow the instructions on each page.

4. Check the box beside each course you wish to select. Click on **Okay** to save the selected course; click on **Cancel** if you are not ready to save that course to your selections.

5. Continue to select courses for each subject area. When courses are selected, the number of credit hours will be displayed at the bottom of the screen.

6. When you have selected **8 courses** and **3 alternates**, click **SUBMIT**.
   If you receive the message: **Request Submission Failed**, you have not selected the correct number of courses. Go back and select the required number of courses and **SUBMIT** again.

7. After you **SUBMIT** with the required number of courses, a **2022-23 Course Requests** page will appear, indicating the **Total Credit Hours Requested & Total Alternate Credits Requested.**

8. Congratulations! You have completed course registration for the 2022-23 school year.

Reminder: Choose your courses carefully. Class changes (especially electives) will be very rare if you are assigned courses from your 11 choices. You can make changes until the registration window closes by repeating this process, but always SUBMIT again to save the changes.

Symbols used in PowerSchool

Red (!) Exclamation point = Indicates an area in which you MUST select a course
(ex: English – you must select one course)

Green (√) Check = Indicates that you have correctly selected a course

Pencil = Click on the pencil to see the courses in that department