

PowerSchool Online Course Registration Instructions

- Log into the **PowerSchool** via WakeID>NCEdCloud (Home Base)>PowerSchool Student.
- Once in PowerSchool, click **Class Registration** in the Navigation panel on the right. The Class Registration screen will appear. The screen will indicate that courses have not been requested by the 0 credit hours at the bottom of the screen.
- Click the pencil icon  beside the red exclamation point of the **7th or 8th Grade Electives** in order to select the appropriate course being requested and a group of courses will be displayed. Courses are listed in alphabetical order over 3 different screens. Check the box beside the course you are requesting. A message may appear indicating the number of courses needed to select. There is a message at the bottom of the screen showing how many you have selected.
- Click **Okay** to save the selected course. The screen will display information regarding your selection.
- The selected course will display on the screen, along with a green check  to indicate you have completed the requirement for that subject area.
- Once you've selected the required number of courses (**5**), click **Submit**.
- When the course requests submission is successful, a screen displaying "**View Requests for 2020-2021**" will appear listing your course selections.
- You have successfully requested the electives you would like to take!

There is section at the bottom of the screen regarding credit hours. Credit hours only apply to high school, so it will show 0 for you.

If the required number of courses is not selected, the screen will prompt a failure message preventing submission. Go back to select the required courses and Submit again. **If you log out before submitting your selections, the system will not save your selections.** If you see a red exclamation point  – go back because there is an error. If you have followed the directions and have additional questions, please email your counselor.

Please enter your elective selections in PowerSchool before April 20, 2020