PowerSchool Online Course Requests

During your assigned **Online Registration Window,** you may log in to the PowerSchool Student Portal, using any web browser at:

https://mssd14.powerschool.com/public/home.html

You must use the web browser to enter PowerSchool for Online Requests.
The PowerSchool Student App does not have the registration feature.

If you do not know your username & password for PowerSchool, please see your Advisory Teacher.

Follow the directions below to enter your Course Requests in PowerSchool
for the upcoming school year. Not following the directions will delay your scheduling!

1. To enter PowerSchool, use the same username and password that you use for Canvas.
2. Select **Class Registration** on the left side of the screen**.**
3. Click on the **Pencil** icon to begin requesting courses in each content area. The *Course Selection Window* will appear.
4. Using the Course Request Form as guide, select the English, Math, Science, Social Studies, Health/PE, Elective and Alternate courses you are requesting for the upcoming school year.
5. You must make at least one selection in each content area. No content area can be left blank. There are choices to select if you have met the content area requirement.
6. Once you have selected your courses for a specific content area, click the **Okay** button.
7. Review your selections to make sure you have requested the correct courses.
8. Click **Submit** on the bottom of the page to save your selections. You must click **Submit**; otherwise your choices will not be saved!
9. If you need to add or modify your requests, click on the **Pencil** icon to return to the *Course Selection Window*.

   NOTE: DISREGARD THE CREDIT TOTAL ON THE SCREEN. THIS NUMBER IS HOW MANY CLASSES YOU HAVE SELECTED, NOT HOW MANY CREDITS YOU WILL EARN!!!

10. Once you have clicked **Submit** to save your course requests, a list of your selections will appear.
11. You may select or modify your courses **ONLY** during your specified *Online Registration Window.*

Not completing the Online Course Requests will delay your scheduling and
reduce your chances of your requests being fulfilled!