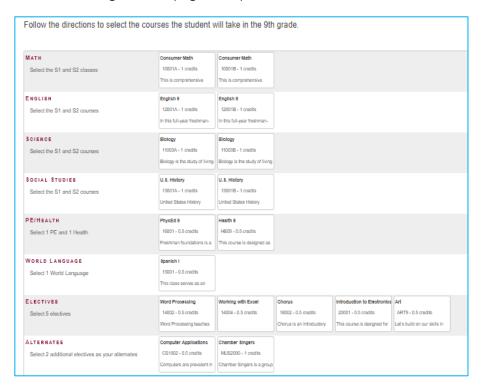


## Entering Course Requests Incoming 9th Grade

## \*Online Portal will be open Friday January 29th through Monday February 8th\*

- 1. Fill out your hard copy **Course Selection Worksheet**. (This was posted online on January 22, 2021)
- 2. Log into a computer
- 3. Access the AACPS homepage at www.aacps.org and then choose the "Student" tab.
- 4. Open your ClassLinks page
- 5. Locate the PowerSchool Student Portal App and sign in using your AACPS log in and password
- 6. Once in the app:
  - a. To access your course selection form, click Class Registration on the left navigation bar.
  - b. There will be a Registration page. Sample is below.

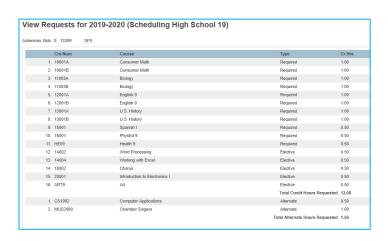


Go through each section, they line up to your hard copy Course Selection
Worksheet, choosing the classes you would like for School Year 2021-2022.
Make sure that you have a Green checkmark for each of the sections. Some course selections will already be selected for you.





- d. Be sure to choose alternates, two for each semester, so that there are additional options if your electives are not offered or do not fit into your schedule.
- e. Once you have chosen what you need from each section, click **Submit**, you will see a list of the requested courses on the View Requests screen. Sample below.



## **PLEASE NOTE:**

- Course requests are just that, requests. Some classes will be full and/or not offered and so alternate classes may need to be chosen.
- Order of classes is not determined until student schedules are loaded into the system in May/June.
- o If you want to be considered for a class, you must request it. We will not be able to gauge interest in a course if students do not request it.
- Some courses may not run due to staffing or request numbers. Verifications with final requests will be available in March/April so that changes can be made, and alternate courses can be requested if classes are not going to run.
- Questions about course selection can be answered at the Virtual Scheduling Night for the 2021-2022 School Year Q&A or they can contact their current specific School Counselor.