## **PowerSchool Online Student Course Registration Instructions**

Students and Parents will use the student login information to access the Student Portal and the Online Class Registration screen.

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## **Login Instructions:**

1. Access the Parent/Student Portal page from the Hampton City Schools website<sup>.</sup>

н	MP		utz Schi	de e	CONTACT   CALENDAR   STAFF   EMAIL LOGIN			
					Search:			
OME EMPI		DEPARTMENTS	SCHOOLS	STUDENTS	PARENTS	COMMUNITY	SCHOOL BOARD	
			PARI	ENT/STUDEN	T PORTAL			
	Stud	ent's grades and	Poses Participation of the second participation of the sec	PARENT PARENT rent/student Pertai c Information Parent/student	S & STUDI in one se Portal, you ca	ENTS w. cure, easy-to-us	se web site.	
		Follow your IS Ac V Communicate w	udent's progress the tess your student's is lew your student's g ith teachers and lear	oughout the school y adividual course assi rades, attendance in n more about your st	ear online in one se prments and teach ormation and stud- udent's individual s	ecure, convenient locatio er information ent schedule workload and responsibil	n Itties	
		Helpful Videos	Basic Navigation   I	inking more than on	e student to your a	ccount   The Digital Brid	ge	
			Cr	eating a Parent Por	tal Account			
			PowerSchool I	Parent and Student	Mobile Apps Direc	tions		
			Legend for 1	ferms on Student's	Quick Lookup scre	ren .		

http://www.hampton.k12.va.us/parents/parentportal/parentportal.html

- 2. Login using your student's Username and Password.
  - If your student doesn't know their Username and/or Password, they will need to contact their school's Guidance Office.
  - It is highly recommended that students/parents use the Student Portal for the Online Course entry.

	CLE School
PowerSchool	
Student and Pare	ent Sign In
Sign In Create Account	
Username	
Password	
	Forgot Username or Password?
	Sign In
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## **Course Registration Instructions:**

The Navigation screen will appear and you will see the Class Registration icon on the left side. The welcome message on the Registration screen will let Students/Parents know when online registration will close.

Powers	School	Welcome, HCS W Student   H	elp   Sign Out
Navigation	Welcome to the Ke	aguattan High Sahaal Class Bagi	stration
Grades and Attendance	System for 2017-20	18 : Student, HCS W	stration
Grade History	KHS 10th Grade Course Selection	s, please complete by March 7th	
Attendance History		View course requests	
Teacher Comments	English Select English Class	Click the edit button to request a course $\Rightarrow$	2 🗸
School Bulletin	Math Select Math Class	Click the edit button to request a course $\Rightarrow$	2 🗸
Class Registration	Science	Click the edit button to request a course $\Rightarrow$	2 🗸
Balance	Social Studies	Click the edit button to request a course $\Rightarrow$	2 🗸
	Health/PE 10	Click the edit button to request a course $\Rightarrow$	2 🗸
Khan Academy	Foreign Language	Click the edit button to request a course $\Rightarrow$	2 🗸
	Electives	Click the edit button to request a course $\Rightarrow$	2 🗸
	Elective Alternates	Click the edit button to request a course $\Rightarrow$	2
	Requires up to 12 Requesting (	2 credit hours.	~
			Submit

- 1. To make a selection, click the **Pencil** icon to the right of the subject.
- 2. The course window for the subject opens. Click in the box to select your subject choice(s). A check mark appears.
  - If a subject has more than 1 page of selections, you will use additional page links
  - Please pay close attention to the bottom of the screen as it will let you know whether or not you have chosen enough courses.

~	Course Name 🔺	Number	Course Description	Credits	Prerequisite Note	Alerts
0	AR ANIMATION ART IA	918000		0.5		
0	AR ANIMATION ART IB	918005		0.5		
0	AR ANIMATION ART	918100		0.5		
0	AR ANIMATION ART	918105		0.5		
0	BE ECON & PER FIN A	612000		0.5		
0	BE ECON & PER FIN B	612005		0.5		
0	EN ACT II/DIR A	144000		0.5		
0	EN ACT II/DIR B	144005		0.5		
0	EN JOURN II A	121000		0.5		
	EN IOUDNULD	121005		0.5		

- 3. Click Okay.
- 4. Repeat steps 1-3 for each subject area.
- 5. Click the **Submit** button (bottom right corner) when you are done selecting all courses. This is a very important step as it "saves" your selections.



6. The **Course Requests** screen opens and will display your choices. If you need to make any changes to your selections, you will need to return to the **Class Registration** screen and make any needed changes.

					Course Ca
	Crs Num	Course	Туре	Cr Hrs	Prerequisite Notes
1.	114012	EN ENGL 10 2 A	Required	0.5	0
2.	114022	EN ENGL 10 2 B	Required	0.5	0
otal	Credit Hours	Requested		1.00	
1.	918000	AR ANIMATION ART IA	Alternate	0.5	0
2.	918005	AR ANIMATION ART IB	Alternate	0.5	0
otal	Alternate Hou	irs Requested		1.00	

## 2017-2018 Course Requests: Student, HCS W

7. It is **Very Important** to remember to click **Submit** after any changes to course selections.

\*\*\*If you have any questions/concerns, please contact your child's Counseling Office.\*\*\*