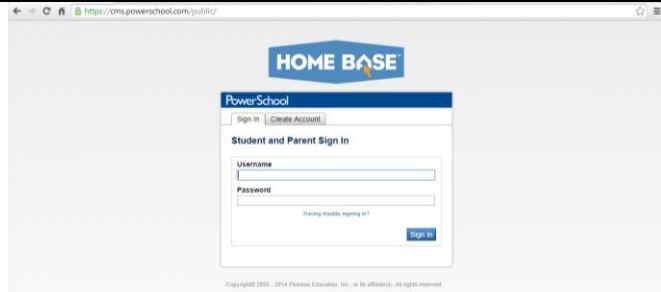


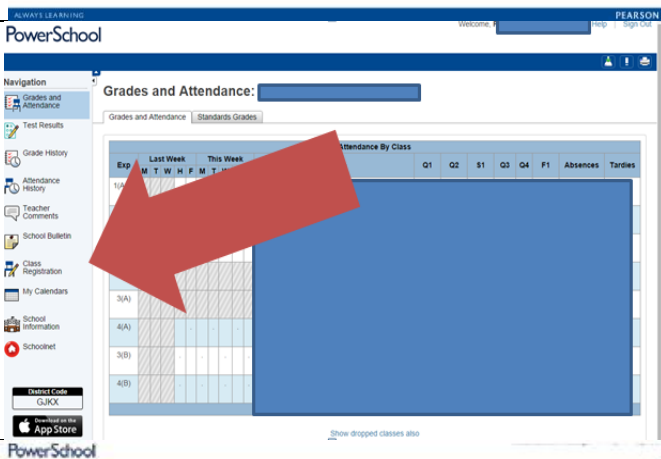
# PowerSchool Registration Instructions

Please use the information on the reverse side of this card to make your course requests in PowerSchool. All course requests should be entered in PowerSchool by April 2<sup>nd</sup>.

1) Logon to PowerSchool at <https://cms.powerschool.com>. Enter either the parent ID and password or the student ID and password (on the registration sticker on the other side of the card) where it says "Parent Sign In."



2) Click on the Class Registration icon.



3) Follow the directions carefully.

a. You will be selecting the courses that you have already chosen on your registration card.

b. Pick the number of classes you are told to pick in each area.

c. The computer will not allow you to leave blanks unless instructed to do so.



4) When done, click on the submit button at the bottom of the page. If you did everything as instructed, it will accept your requests. If you left something blank that is not supposed to be blank, it will not accept any of your choices.

5) To view your requests, click the View Course Requests link on the class registration screen.

6) Print a copy of your requests for your records and turn the registration card into your child's homeroom teacher by April 2<sup>nd</sup>.

**If you are unable to make your requests in Powerschool, please write a note on your card to indicate that the requests have not been entered and turn the card into your child's homeroom teacher by April 2<sup>nd</sup>.**

**If you have any questions, please contact your grade level counselor or Mr. McHugh (mark.mchugh@cms.k12.nc.us).**