

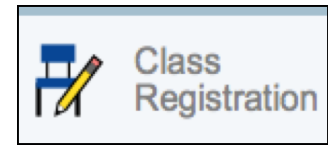
BHS Registration for 2018-2019

Parent/Student Portal Instructions

Using the Class Registration page in the PowerSchool Parent Portal, students and their parents can manage their course requests. If you do not know your login information, please contact the guidance office.

To Register for Classes

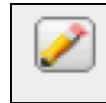
1. On the start page on the left side of the page, click **Class Registration** from the navigation menu. The Class Registration page appears.



2. **Read the instructions and the course notes where applicable.**

Note: Under the **Alerts** column a teacher may have recommended the course. Under the **Note** column it may contain information about the course or prerequisite notes.

3. Click the **Pencil** icon to access the first required course.



4. Click on the **Radio Button** to select the course you would like to take.

There may be only one choice or a few choices to choose from depending on the recommendation/s.

There may also be multiple pages from which to choose.

click here

A form element consisting of a white square with a black border containing a small black circle (radio button). To its right is a blue rectangular button with the text "Health/PE" in white, sans-serif font. A red arrow points from the text "click here" to the radio button.A horizontal navigation bar with a white background and a thin border. It contains the following text from left to right: "<< first", "< prev", a gray square containing the number "1", a blue square containing the number "2", a blue square containing the number "3", "next >", and ">> last". A red arrow points from the text "Click on the numbers at the bottom of the page to move through the pages" to the "2" button.

Click on the numbers at the bottom of the page to move through the pages

5. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: A red exclamation mark appears if courses need to be selected for an area.

6. Repeat Step 2 through Step 4 for each course request.
7. Click **Submit**. The 2018-2019 Course Requests page appears.

To View Course Requests

1. On the start page, click **Class Registration** from the navigation menu.
2. Click **View course requests**. The 2018-2019 Course Requests page.

If you have questions about course recommendations, please contact the teacher who recommended you.

If you would like to discuss overriding recommendations contact us by email:

Rising 9th graders – Ms. Adam (carissa.adam@bufordcityschools.org)

Rising 10th and 11th graders – Ms. Sutton (ashley.sutton@bufordcityschools.org)

Rising 12th graders – Ms. Hamby (traci.hamby@bufordcityschools.org)

All students must be registered by Thursday, March 29.

Students will be able to drop/add a course during April 16th - April 23rd.