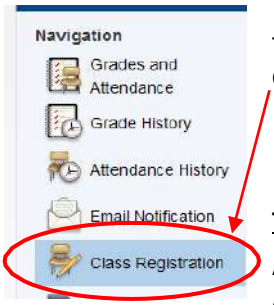
PowerSchool Online Course Registration Instructions
(Students entering Grade 7)

Please refer to the ***Henry James Memorial School Program of Studies*** distributed to students and available on the school website for detailed course information.

REGISTRATION INSTRUCTIONS:

Log into your PowerSchool portal account
from the Simsbury Public School website www.simsbury.k12.ct.us

1. Select the POWERSCHOOL tab in the upper right corner of screen.
2. Select **PowerSchool student** button.
3. Select the Henry James Memorial School Grading Portal tab.
4. Click ***Access PowerSchool for Students/Parents.***
5. Log in using your PowerSchool Username and Password (you must have already created your account, refer to instructions "Create a PowerSchool Parent/Guardian Grading Portal Account").



The Navigation screen will appear and once we enable course registration, you will see the **Class Registration** icon on the left side. Click it to begin.

The Registration Screen opens: **Welcome to the Henry James Memorial School Class Registration System.**

To make a selection, you will click on the Pencil icon .

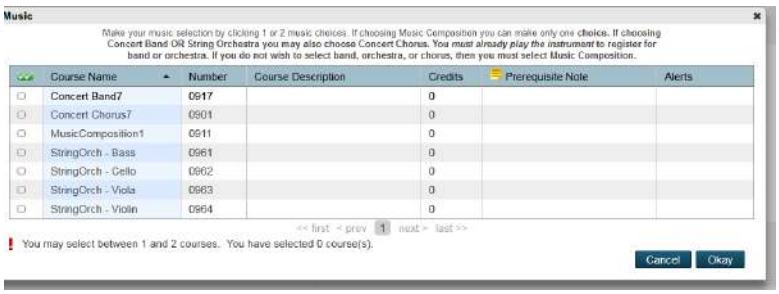
A green check mark designates course selection has been made

A red exclamation point indicates you have not yet selected a required course

To Request Music Courses:

1. Click the **pencil** icon to select your music choice.

2. The course window for **Music** opens. Click in the **box** to select your music choice(s). A check mark appears.
   - You may choose an instrumental (band OR orchestra) and chorus by checking two boxes. If choosing Music Composition only check one box.
   - Click **Okay.**



3. The course(s) chosen show and a green check mark designates you have completed your course selection.

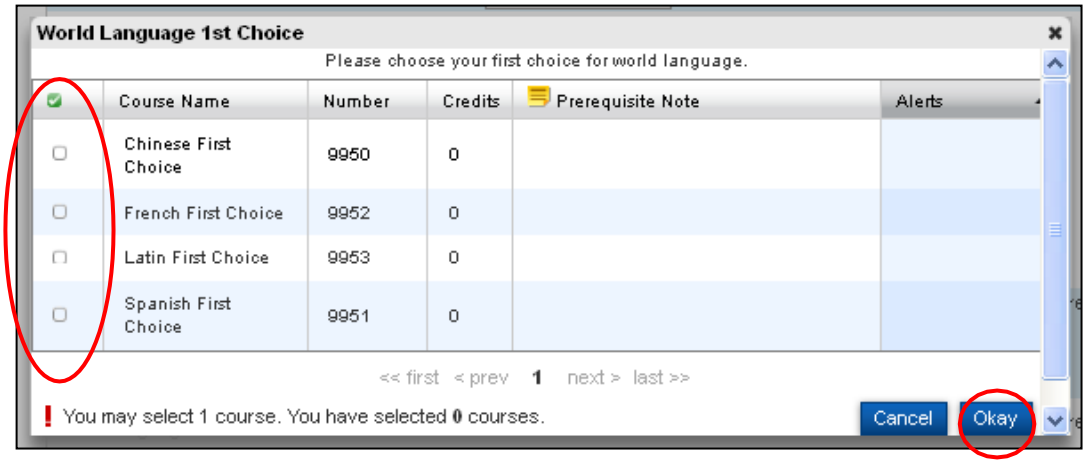
To Request World Language Courses:

1. Click the **pencil** icon to select your World Language 1st Choice.

2. The course window for World Language 1st Choice opens. Click in the **box** to select your 1st choice. A check mark will appear.

3. Click **Okay.**

4. **Repeat steps** for World Language 2nd and 3rd Choice.



Do **NOT** select the same language for each choice!

Click the **Submit** button in the bottom right hand corner of the registration screen when done selecting all your courses.

THIS IS IMPORTANT

The **Course Requests** screen opens and you will see your music and world language choices, and the required 7th grade courses.

You can return to the **Class Registration** screen and make modifications if needed.

NOTE: It is **IMPORTANT** to remember to click **Submit** after any modifications to course selection.