

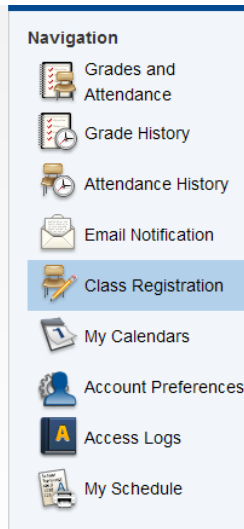
Online Course Registration Instructions - SHS

Main Office will provide forgotten or lost IDs/PWs.

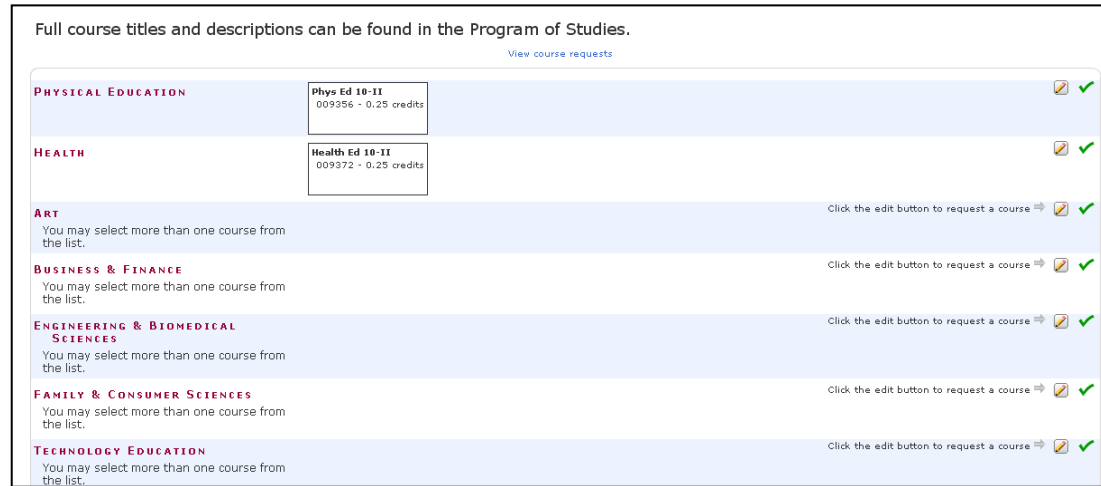
From the Simsbury Public Schools website www.simsbury.k12.ct.us

1. Select the POWERSCHOOL tab in the upper right corner of screen
2. Select **PowerSchool student** button
3. Select the Simsbury High School Grading Portal tab
4. Click Access PowerSchool for Students and Parents link
5. Log in using your Username and Password

Click the **Class Registration Icon**. The registration screen opens.



Registration Screen:



To Request Courses:

Click the **View Course Requests** link.

A window opens displaying the courses you are pre-registered for based on teacher recommendations. If you have a question or concern about your recommendations please discuss with your current teacher.

You have been recommended for up to 5 credits of courses. You must register for a minimum of 6 credit hours. Students going into their senior year can register for a minimum of 5 credit hours.

**** Take note of the number of Total Credit Hours Requested.**

Click the **Class Registration Icon** to return to the Registration Screen

Course Requests:

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 001292	Gr. 10 English-I	Required	1.00	
2. 002530	Spanish 3-I	Required	1.00	
3. 003190	Algebra 2-I	Required	1.00	
4. 004129	Biology-I*	Required	1.00	
5. 005133	World Civ 2-I	Required	1.00	
Total Credit Hours Requested			5.00	

1. To begin choosing courses click the **pencil**  icon:

BUSINESS & FINANCE
 You may select more than one course from the list.

Click the edit button to request a course  


2. In the example, the course window for Business and Finance opens.

- Click in the **box** to select a course. A check mark appears.
- You may choose more than one elective from a department; by checking multiple boxes.
- Click **Okay** when you are finished picking courses.

Business & Finance
 You may select more than one course from the list.

Course Name	Number	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/> Accl Accounting II	006079	0.5		
<input type="checkbox"/> Accounting-II	006080	1		
<input type="checkbox"/> IntrBus&Finance-II	006155	0.5		
<input type="checkbox"/> IntroBusTech-II	006153	0.5		
<input type="checkbox"/> Marketing-II	006535	0.5		
<input type="checkbox"/> Web Dsgn Elmnts II	006527	0.5		

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 You may select up to 7 courses. You have selected 1 course.

Cancel Okay

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

The **Course Requests** screen opens again and the total number of credits you are registered for shows.

Course Requests:

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 001292	Gr. 10 English-I	Required	1.00	
2. 002530	Spanish 3-I	Required	1.00	
3. 003190	Algebra 2-I	Required	1.00	
4. 004129	Biology-I*	Required	1.00	
5. 005133	World Civ 2-I	Required	1.00	
6. 009375	Wellness 10-II	Required	0.50	
7. 999995	Online Reg Submitted	Required	0.00	
8. 008195	Drawing 1-II	Elective	1.00	
Total Credit Hours Requested			6.50	

- Entering grade 9 should not exceed 7 credits.
- Entering grades 10, 11, or 12 should not exceed 8 credits.

You can return to the registration screen and make modifications if needed. Make sure to click **Submit**.

Important Notes:


1. Some department course lists will have more than one page. Be sure to click on the second or third pages to view all the courses available.
2. Meetings with counselors to finalize course registration will begin the last week of February. Changes to pre-registered courses can be made during these meetings.
3. Some courses are listed on more than one list. You only need to select the course once from either of the lists in order to request the course.

Additional or New World Language

If you would like to take another World Language in addition to the World Language already listed in your View Requests screen, use this list to select an additional course. If you do not take a World Language now and do not have a request for a World Language, please use this list to select a course.

Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/> Chinese 1-II	002710	1		
<input type="checkbox"/> Chinese 2-I	002713	1		
<input type="checkbox"/> Chinese 2-II	002715	1		
<input type="checkbox"/> Chinese 3-I	002719	1		
<input type="checkbox"/> Chinese 3-II	002720	1		
<input type="checkbox"/> Chinese 4-I	002724	1		
<input type="checkbox"/> Chinese 4-II	002725	1		
<input type="checkbox"/> French 1-II	002010	1		
<input type="checkbox"/> French 2-I	002090	1		
<input type="checkbox"/> French 2-II	002110	1		

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 You may select up to 3 courses. You have selected 0 courses.

Cancel Okay