

# HVRHS PowerSchool Course Request Screens

*These screens will only be available during open enrollment.*

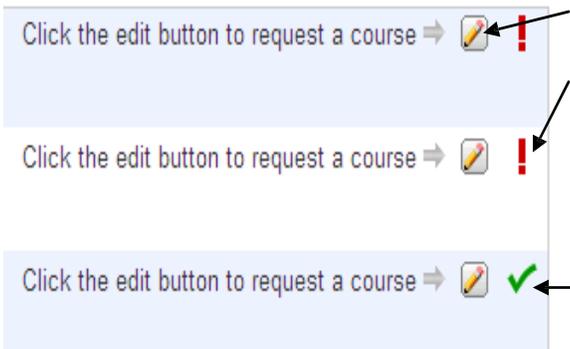


1. Go to <https://hvrhs.powerschool.com/public>
2. Enter the Username and Password provided to you by HVRHS. If you do not have this information, seek out the Main Office or IT Department

3. Once logged in, you will click on the *left side* menu Class Registration icon.



4. Verify that your request screen is for the grade you should be in next year.
5. Quick screen explanations:



The pencil edits your course requests.

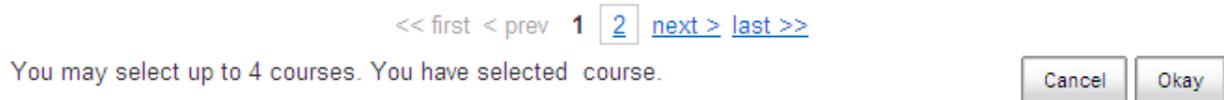
Before selecting classes, the red exclamation point tells you that you must take a required class. If a red exclamation point appears after you have selected courses, it is because there is a problem with the request.

Before selecting classes, the green check mark represents classes you can take that are not required. After you have selected classes, it shows a green checkmark if everything is alright with the class selection.

6. The screen below is what you see when you click on the pencil. The Prerequisite Note is to help you determine whether or not you are eligible to take a class.

12 Required Communication Arts					
Select appropriate Communication Arts class					
<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	AP English Lit	HS0140	1	Must have taken English III or AP English Language and received a passing grade	
<input type="checkbox"/>	Computer Comp	HS0182	0.5	Must have taken English III or AP English Language and received a	

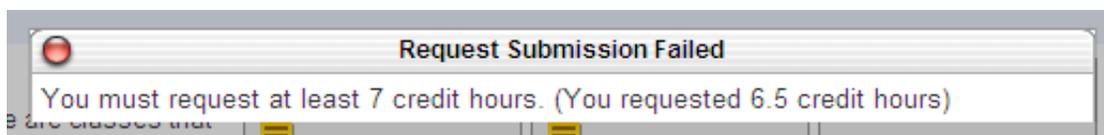
7. Please make sure to scroll to the bottom of the screen, because there could be more choices (especially with Electives). The screenshot below shows that this section has multiple pages of choices.



8. You must carry 6 to 8 courses each year, in addition to Health and PE Requirements.

9. Once you have all core classes, electives and alternative classes selected (must be green checkmarks all the way down the right side), you can press **submit** at the bottom of the screen.

10. If you do not choose enough courses, a “Request Submission Failed” box will appear. Click on the red dot in the top left corner of the box to return to the original screen.



11. When you have chosen all courses, click submit, it pulls up a **2014-2015 Course Requests** screen with your classes noted, this will be the actual requests that have been entered for you.

12. If you have any questions regarding the Course Selection Process, please refer to the *Housatonic Valley Regional High School Course of Studies 2014-2015* book, or contact the Guidance Department at **860-824-5123 ex 170**.

