

## Registering for Classes on PowerSchool 2010-11 (Updated 1-21-10)

1. Go to your Internet browser (Safari, Firefox, Explorer, etc.)
2. Enter <https://pschool.aaps.k12.mi.us/public> in the URL space (address box).
3. Enter your PowerSchool student Username and Password. It is found on your printed schedules. (If you do not have it, please see your class office secretary.) *Note: The number "zero" and the letter "O" are not the same. The "zero" is skinnier than the "O".*
4. Go to "Class Registration" on the toolbar at the top right side of the PowerSchool page and click on it.
5. Use your Course Request Worksheet to assist you in selecting your courses. Please also consult the Student Services Guide online at [http://www.aaps.k12.mi.us/aaps.forparents/especially\\_for\\_parents](http://www.aaps.k12.mi.us/aaps.forparents/especially_for_parents), your parents, your teachers, and your counselor for help with course selections.
6. Go through each section of the course selection page. For each subject area, click on the edit button on the right hand side (pencil icon) to make your selections. **GREEN** check marks indicate the section is complete or you do NOT have to make a selection in that specific area. **RED** exclamation marks indicate the section is NOT complete and you must make a selection in that specific area.
7. Once you have registered for 6 or 7 hours of courses AND entered three alternate semester choices, you should see a **GREEN** check mark at the bottom next to the number of credits you selected. Hit the SUBMIT button and then your request is complete. *Note: You can go in and make changes to your requests until the date the portal closes.*
8. Returning Students! If you need help from your counselor, please click the "Need Assistance" selection at the bottom of the course request page. *NOTE: You must still select 6 credit hours in order to submit this request. If you selected "Need Assistance" please make sure to send an e-mail to your counselor with your needs.*

***Returning Students! Please Make Sure to Complete Your Course Requests in PowerSchool by Monday, March 1, 2010. (Portal will be open over Mid-Winter Break) - Incoming 9<sup>th</sup> by 2/19 at 3 PM***