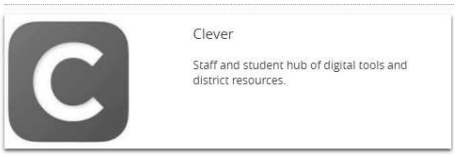
Online PowerSchool Registration Directions

1. Power on computer
2. Log into Clever

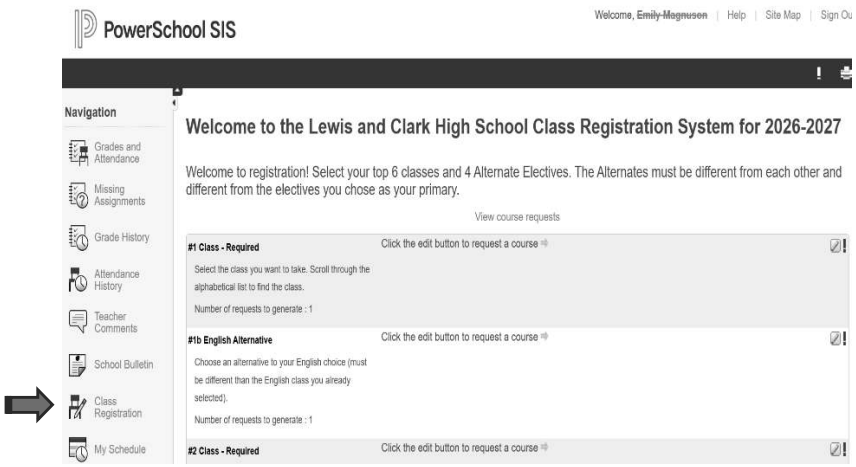


3. Select PowerSchool or search in the search bar for it

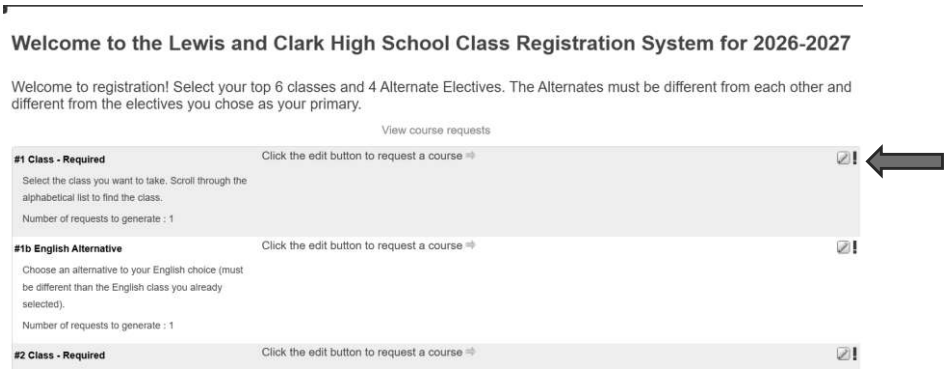


4. Sign in section – Students put in Username and Password

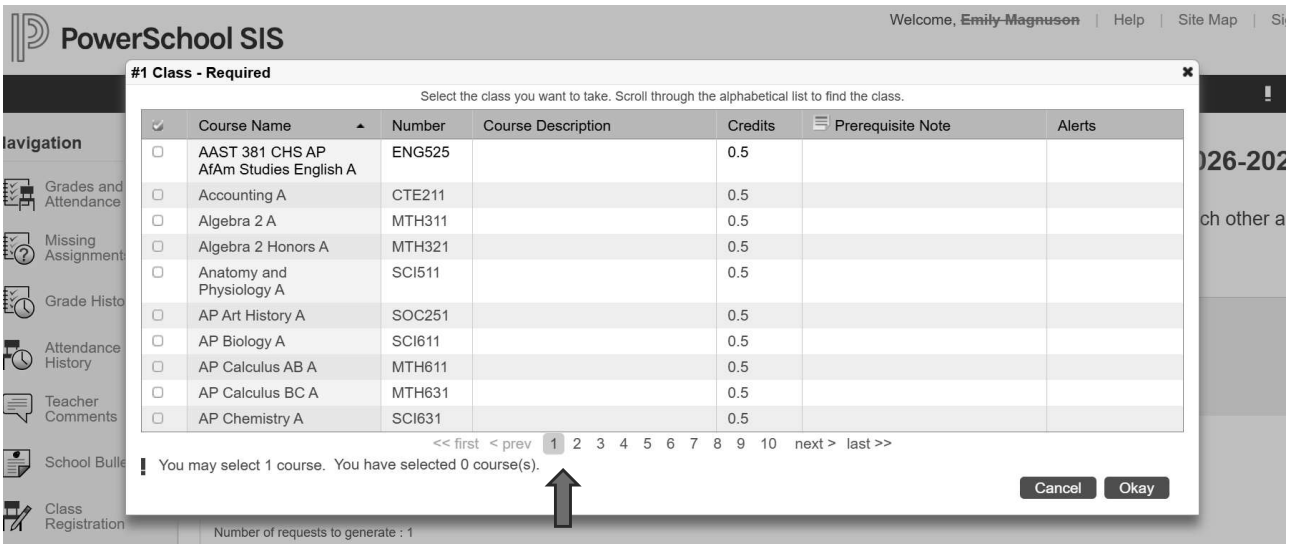
5. Refer to the Navigation bar on the left



6. Click on Class Registration on the left
7. The menu for class options will appear on the right
8. Click on the Pencil icon on the right



9. Select courses in the order they are listed on your course registration form (Row 1 in Class Registration should match box 1 on the course registration form)
10. Click okay at the bottom and proceed to the next subject section
    a. Courses are listed alphabetically; you may need to scroll several pages to find all your courses



11. Once you have selected all your classes, double check you have selected correctly and then hit Submit. Anything with a red exclamation mark (!) must be completed.
    (If the student has not signed up for **6 classes** or if one of the required classes is missing, a window will pop up and let the student know that they are not complete.)
    - Students are required to sign up for 3 credits (6 classes) and 4 alternate elective selections. The choices here are important; we often draw from the alternate elective section to place students in classes. You must make **4 different choices**.
12. As a reminder, if you are planning on NEWTech, Spokane Virtual, or Running Start, you will indicate at the bottom of your course registration, but you **must** still register for 6 classes and 4 alternatives.