PowerSchool Online Student Course Registration Instructions

Students and Parents will use the student login information to access the Student Portal and the Online Class Registration screen.
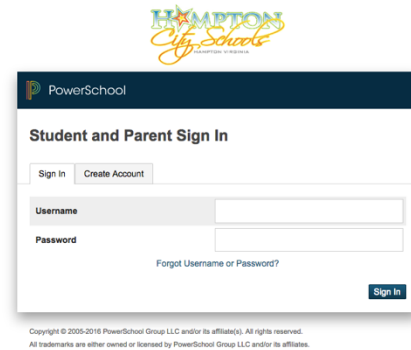
Login Instructions:

1. Access the **Parent/Student Portal** page from the Hampton City Schools website:

http://www.hampton.k12.va.us/parents/parentportal/parentportal.html

2. Login using your **student's Username and Password**.
   - If your student doesn't know their Username and/or Password, they will need to contact their school's Guidance Office.
   - It is highly recommended that students/parents use the Student Portal for the Online Course entry.

Course Registration Instructions:

The **Navigation** screen will appear and you will see the **Class Registration** icon on the left side. The welcome message on the **Registration** screen will let Students/Parents know when online registration will close.
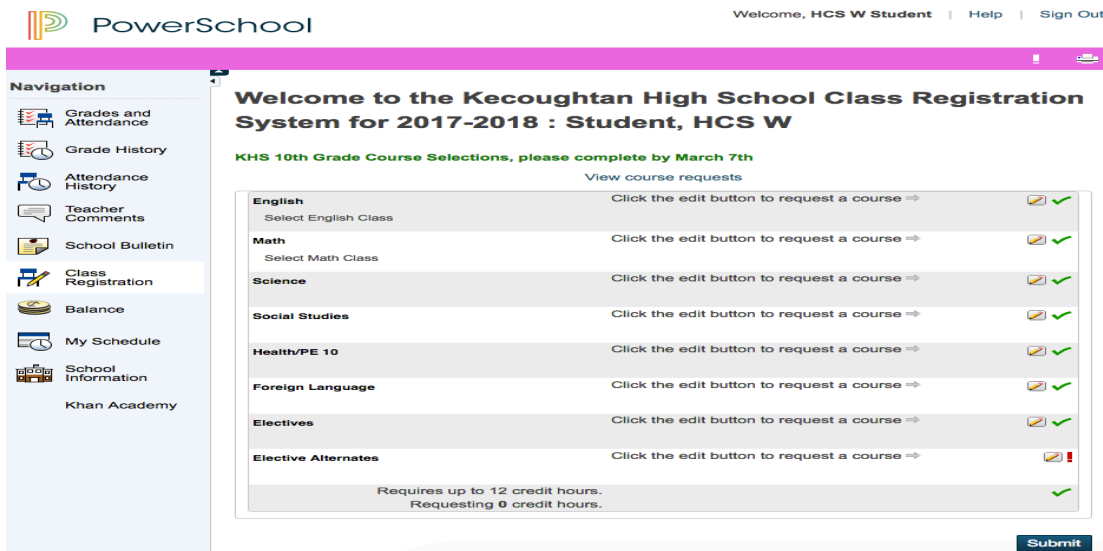
1. To make a selection, click the **Pencil** icon to the right of the subject.

2. The course window for the subject opens. Click in the box to select your subject choice(s). A check mark appears.
   - If a subject has more than 1 page of selections, you will use additional page links
   - Please pay close attention to the bottom of the screen as it will let you know whether or not you have chosen enough courses.

Elective Alternates

	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☐	AR ANIMATION ART IA	918000		0.5		
☐	AR ANIMATION ART IB	918005		0.5		
☐	AR ANIMATION ART IIA	918100		0.5		
☐	AR ANIMATION ART IIB	918105		0.5		
☐	BE ECON & PER FIN A	612000		0.5		
☐	BE ECON & PER FIN B	612005		0.5		
☐	EN ACT II/DIR A	144000		0.5		
☐	EN ACT II/DIR B	144005		0.5		
☐	EN JOURN II A	121000		0.5		
☐	EN JOURN II B	121005		0.5		

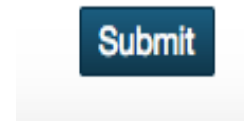<< first < prev 1 2 3 4 next > last >>

! You may select between 2 and 6 courses. You have selected 0 courses.

Cancel Okay

3. Click **Okay**.

4. Repeat steps 1-3 for each subject area.

5. Click the **Submit** button (bottom right corner) when you are done selecting all courses. This is a very important step as it "saves" your selections.

6. The **Course Requests** screen opens and will display your choices. If you need to make any changes to your selections, you will need to return to the **Class Registration** screen and make any needed changes.

2017-2018 Course Requests: Student, HCS W

Course Catalog

	Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1.	114012	EN ENGL 10 2 A	Required	0.50	
2.	114022	EN ENGL 10 2 B	Required	0.50	
Total Credit Hours Requested				**1.00**	
1.	918000	AR ANIMATION ART IA	Alternate	0.50	
2.	918005	AR ANIMATION ART IB	Alternate	0.50	
Total Alternate Hours Requested				**1.00**	

7. It is **Very Important** to remember to click **Submit** after any changes to course selections.

If you have any questions/concerns, please contact your child's Counseling Office.