

## High School Course Request Instructions

You may log into your Student Portal through <https://powerschool.whps.org/public/>, parent sign in page, between **January 16th through January 26th** for current high school students, or **February 3rd through February 7th** for current grade 8 students. If you have not yet logged on, visit the WHPS Parent Portal information website at [https://www.whps.org/for\\_parents/powerschool\\_information](https://www.whps.org/for_parents/powerschool_information).



1. Click on the **Class Registration icon** to the left on the navigation bar.  
**Note:** Always remember to read all instructions on the screen.

2. This screen lists the courses, by department groups, for your grade level. Choices are made by clicking the **pencil icon** to the right of each group. There is a message on the bottom of the screen that indicates how many credit hours you need to request.

*Example:*



3. After selecting a department group, the screen displays a list of courses. A **road icon** appears if a teacher has recommended you for a specific course. The **note column** will indicate if the course contains a prerequisite. Some selections will be made for you (ex: lunch). Click the box in front of the course name you plan to take.

*Example:*

English					
<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Modern American Literature	HSEN7403	1		Recommended Cori Krause

4. On the bottom of the screen there will be a message indicating how many courses you can select (or in the case of required courses, the number you must select). When you have completed your selection, click the **Okay** button and it will return you to the class registration screen. You will then see a **green checkmark** after the pencil icon indicating completion of your selection.
5. Click on the **pencil icon** to the right of one of the other course groups and repeat step 3. Continue the process to make all of your **“required”** course selections indicated by **red exclamation marks**.
6. **“Elective” course selections** should also be made in **any** department group in the same manner.
7. Once you have made all of your selections, click the **submit** button on the class registration screen. You can view your selections once you have clicked submit, by clicking on **view course requests** at the top of the page.
8. Click on the **sign out button** to log out of the Student Portal. You will be able to make changes to your selections until registration closes:
  - **January 26th** for current high school students;
  - **February 7th** for current grade 8 students.