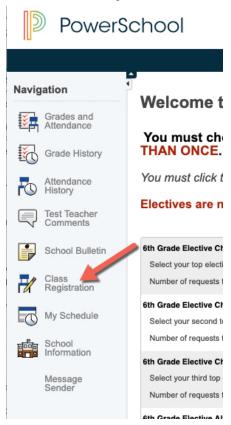
Course Requests (Electives) Instructions

STEP 1: Login to the Student/Parent Portal

- 1. Login on a computer, tablet or phone, open a browser (such as Firefox, Safari or Chrome).
- 2. Enter the PowerSchool Web address: http://ps.mvwsd.org/public
- 3. Login with your Username and Password.
- 4. Contact your school office if you don't know your PowerSchool Username or Password.

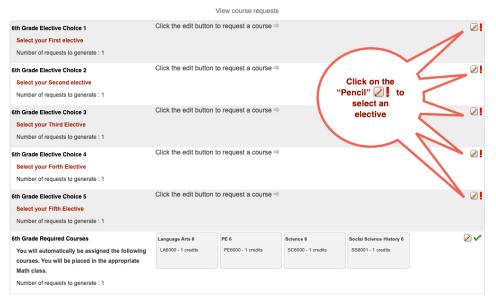
STEP 2: Select Class Registration

Click on the "Class Registration" button on the left-hand side of the screen.



STEP 3: Request an Elective Course

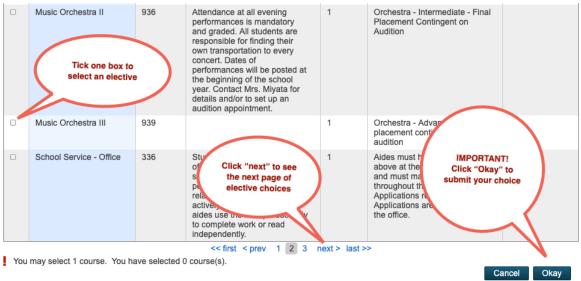
Click the **pencil** to select your first Elective choice.



STEP 4: Review Elective Choices and Pick One

- 1. IMPORTANT! There may be two or three pages of elective. Click "next" and "prev" to review all pages.
- 2. Check the box beside your elective choice.
- 3. Click "Okay" when you are done.

NOTE: Make sure you select one Academic Elective



STEP 5: Repeat for other Elective Choices

- 1. Click on the pencil beside Elective Choice 2 through 5 to select your elective choices.
- 2. Review all pages of electives.
- 3. Check the box beside your second elective choice.
- 4. Click "Okay."

STEP 6: Review Your Choices and Click "Submit"

- 1. The RED exclamation marks mean you have not completed your selections. Please complete.
- 2. Review your choices. YOU MUST CLICK SUBMIT to save your elective choices.
- 3. You will automatically be assigned Science, Social Studies, Language Arts and Physical Education courses.
- 4. Your Mathematics courses will be assigned based on your individual academic needs.