

# PowerSchool Student Portal QRD - Class Registration for Next Year Courses

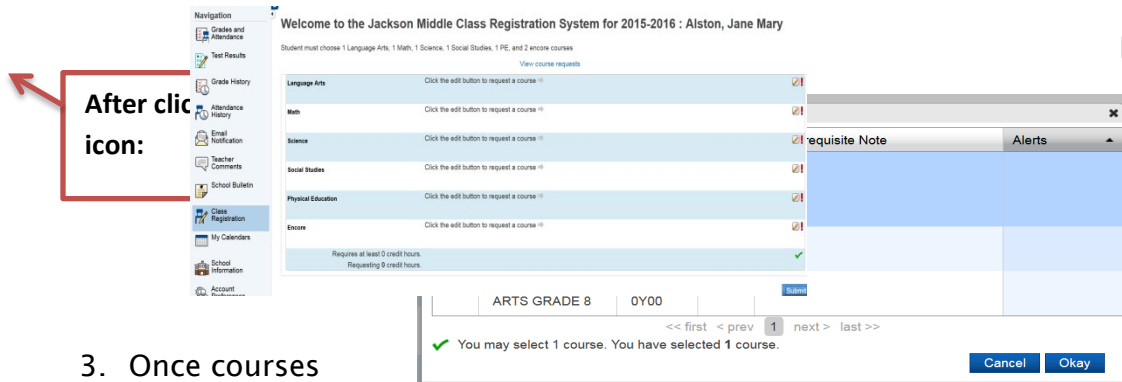
## Ben L. Smith HS

The purpose of this document is to assist the student in selecting course requests for the following school year in their PowerSchool student portal account.

1. Login to NCEdCloud > Access HB-SIS Student - LEA 410 > Choose Class Registration  
The list of course subjects available will appear on the screen.

2. Click the pencil icon to the right of the course subject. Courses associated with the subject will appear. Choose the course(s) required by clicking the box next to the course(s) name. Click OK.

Repeat the process for all subjects.

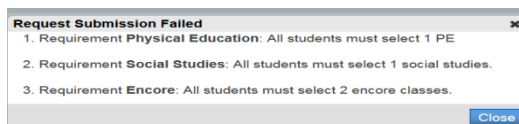


3. Once courses  
The list of your school can now view the requests.

have been chosen for all subjects, click submit. course requests will appear and the counselor at the

Cr Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 10582Y0Y0A	LANGUAGE ARTS ADVANCED GRADE 8	Required	0.00	
2. 20082Y0Y00	MATH GRADE 8	Required	0.00	
3. 30082Y0S00	SCIENCE GRADE 8	Required	0.00	
4. 4008AY0Y0E	SOCIAL STUDIES GRADE 8	Required	0.00	
5. 60482Y0X00	PE/HEALTH GRADE 8 A/B DAY	Required	0.00	
6. 11412YAX00	SPANISH IA A/B DAY	Elective	0.50	
7. 54082Y0X00	ART GRADE 8 A/B DAY	Elective	0.00	
<b>Total Credit Hours Requested</b>			<b>0.50</b>	

If 'Submit' is clicked before the number of courses required are chosen, an error message appears.



Close the error message and the system will return to the first screen. Follow the steps above until the appropriate amount of courses are chosen.

Course Requests are entered beginning 5 pm on March 3, through Friday, March 12<sup>th</sup>. Students will meet individually with counselors from March 13<sup>h</sup> through April 30<sup>th</sup> to finalize schedules.