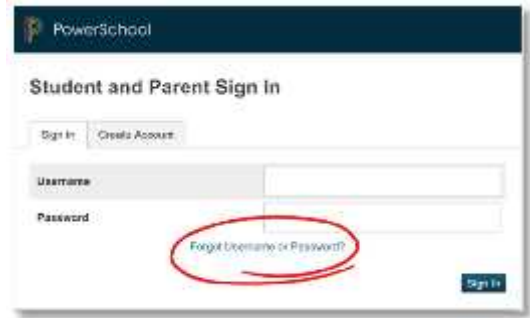




# Navigating Online Schedule Requests


## Step 1: Log in to PowerSchool <https://ps.ashland.k12.or.us>

- ★ Students log in using their network username/password.
- ★ Parents log in using their self-created username/password.
  - ➔ Unsure of your account information? Use the "Forgot Username or Password" link to retrieve your details.
  - ➔ Never created a Parent/Guardian PowerSchool account? Contact AHS to get your student's access ID and password, and then create your account by clicking on the "Create Account" tab.



## Step 2: Click on the Class Registration link on the left menu to open the Course Request webpage.

## Step 3: Click on pencil icon to right of each category to complete course requests.





If a category does not apply, you can skip over it unless there is a specific requirement (noted by a red  icon).

### Getting More Information:



- ★ Want more class information? Click on the link at the top of the page to download the **AHS Course Guide**.
- ★ Pay attention to the **category subheadings** - they give you more ➔ information about prerequisites, number of courses you are able to select, etc.



### Know your icons:

- ★ Click on the pencil  icon on the far right of each category to **open each class choice window**.
- ★ **A few categories require a certain number of classes.** If you have not yet met the requirement, a red  icon appears. That icon changes to a green  when you meet the requirement. *Ex: Juniors and Seniors must select an English selective.*
- ★ Two categories, **Math and Science**, only allow students to request their teacher-recommended class. All Math & Science classes will say, "Prerequisite not yet met" with the exception of the recommended class. Recommended classes have a note on the right side that reads: **Recommended**  **<Teacher Name>**

### Alternate Requests:

- ★ The top half of the requests page are the primary requests. The bottom half are alternate requests. The **alternate request categories all include the word "Alternate" in the category name**.
- ★ AHS will only place a student in an alternate class if the primary request cannot be satisfied (course is full, prerequisite requirements not met, course period conflict, course not offered, etc.).
- ★ **Students must complete at least some of the alternate categories.** Others are optional. Juniors and Seniors must select two English alternates. All students must have at least four elective alternates listed. Pay attention to the icons on the right to understand which alternates are required  and which are optional .

### A Couple More Notes...

- ★ Some classes are required for an entire grade level (Grizz Academy & Wellness (9), Family Health (11), and Senior Seminar (12)). These **classes are pre-loaded** and may only be removed by counselors.
- ★ If you would like to leave a scheduling-related **comment** for your counselor, or to note that you're in Thoreau / Catalyst or applying to Thoreau / Catalyst, click on the link at the bottom of the page that says: *"Click here to leave a comment regarding your schedule or to share additional information (ex: applied to Catalyst or Thoreau)."*

Schedule requests must be completed by **March 24**. If necessary, you will have until **April 11** to modify the requests.