

Course Requests Instructions

You may log into your Student Portal through <https://powerschool.whps.org/public/>, parent sign in page, **January 31st through February 11th**. If you have not yet logged on, visit the WHPS Parent Portal information Website at <http://www.whps.org/parentportal>.

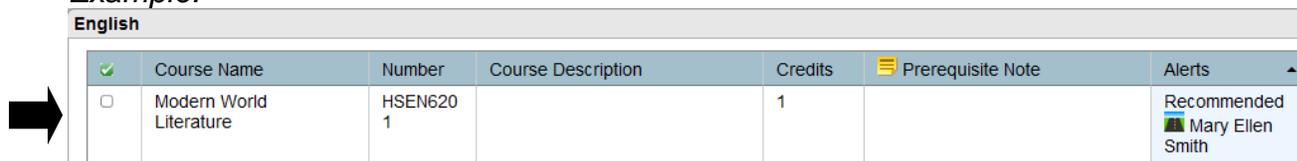
1. Click on the  **Class Registration** icon to the left on the navigation bar.
Note: Always remember to read all instructions on the screen.
2. This screen lists the courses, by group, for your grade level. Choices are made by clicking the **pencil icon** to the right of each group. There is a message on the bottom of the screen that indicates how many credit hours you need to request. A **road icon** appears if a teacher has recommended you for a specific course. A **note icon** appears if the course contains a prerequisite. Some selections will be made for you (ex: lunch).

Example:



3. After selecting a course group, the screen displays a list of courses. Click the box in front of the course name you plan to take. 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.

Example:



A screenshot of the course selection interface. The word "English" is at the top. Below it is a table with columns: Course Name, Number, Course Description, Credits, Prerequisite Note, and Alerts. A black arrow points to the checkbox in the first row.

	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Modern World Literature	HSEN620 1		1		Recommended Mary Ellen Smith

4. Click on the **pencil icon** to the right of one of the other course groups and repeat step 3. Continue the process until all of the **red exclamation marks** have become **green checkmarks**.
5. 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.
6. Click on the **sign out button** to log out of the Student Portal. You will be able to make changes to your selections until the registration closes on **February 11th**.

***Students must carry a minimum of 5.0 credits plus PE per year. We encourage 6.0 credits plus PE. Students are not to exceed 7.0 credits or forgo lunch without prior approval. See your school counselor for approval process.*