

# Powerschool Registration Instructions For Incoming 10<sup>th</sup> - 12<sup>th</sup> Grade Students

When you are ready to enter your course requests online, go to the following website:

<http://powerschool.arps.org/public/>

1. At the log-in screen, enter the User ID and Password that you received in the mail. **(Your User ID and password are printed in a gray box on the bottom of your unofficial transcript).** If you do not have your password, please contact a staff member in Guidance, in the Main Office, in Room 141, or in Room 311. **Reminder: you will not be able to log-in until February 28th at 3:00 p.m.** *If you have problems logging in from home, try it from a school computer during lunch, a directed study, or after school. There are computers available in Room 141, and there will be guidance counselors available to help you during the lunch period throughout registration.*
2. Once you have logged-in successfully, click the **Class Registration** icon in the upper-right corner of the screen.
3. Scroll to the TOP of the registration screen. Read and follow the online instructions carefully. You will find drop-down menus for each subject area. Select the appropriate course in each box.
4. For security reasons, the online registration system will time-out after 20 minutes. Be sure to click the **SUBMIT** button at regular intervals to save your work. (When you click **SUBMIT**, you will be taken back to the opening page. Simply click the **Class Registration** icon to continue registering). If the system times-out before you click **SUBMIT**, your course selections will not be recorded.
5. When you are finished selecting courses and you have submitted your requests, click the **Class Registration** icon one more time. Click the **View future course requests** link at the top of the screen. From here, you can print a copy for your records (right-click and select print from the menu that appears) or copy and paste the information into another document.



**Registration opens on Monday, February 28<sup>th</sup> at 3:00 p.m.  
and closes on Friday, March 4 at 3:00 p.m.**