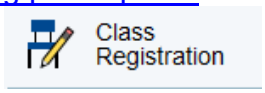
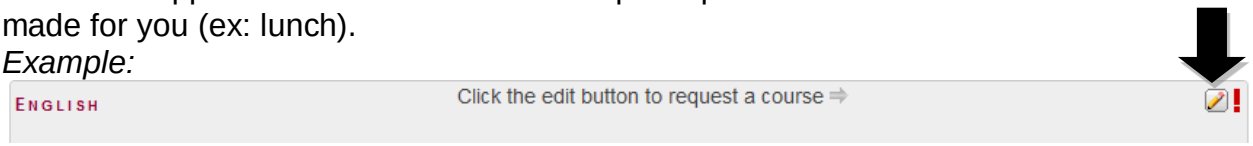
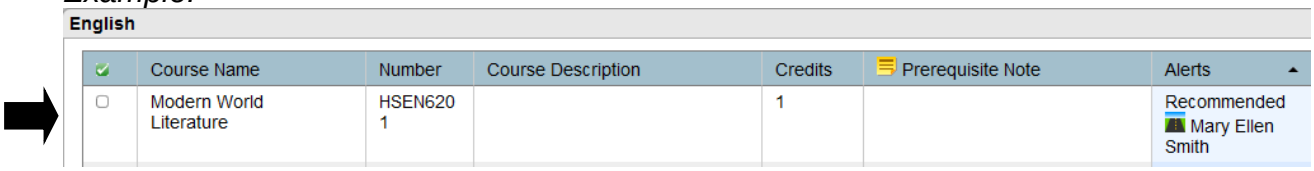
Course Requests Instructions

You may log into your Student Portal through **https://powerschool.whps.org/public/**, parent sign in page, **February 1st through February 10th**. If you have not yet logged on, visit the WHPS Parent Portal information Website at http://www.whps.org/parentportal.

1. Click on the 

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:


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 10th.**