

# PowerSchool Registration Directions

## Directions for Entering Course Requests into PowerScheduler

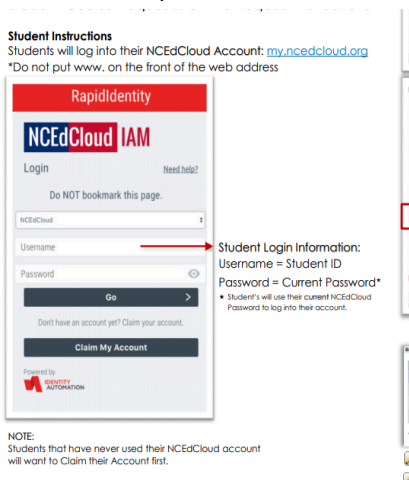
This year parents and students will be entering their 2024-25 course requests into the “Electronic Course Card” Google Form FIRST and then into PowerSchool. Please read all information on the “Registration Process for the 2024-25 Academic Year” before selecting courses.

### **A Few Reminders:**

1. It is important that your selections on PowerSchool match the “Electronic Course Card” google form selections. SCMS will use the Electronic Course Card as the final document for finalizing schedules. If you made a mistake on the “Electronic Course Card” please do not resubmit, but email [whitneyr.matthews@cms.k12.nc.us](mailto:whitneyr.matthews@cms.k12.nc.us).
2. If you are **not zoned for SCMS** then you will not have access to PowerSchool Registration. If you are not zoned, then you will need to simply fill out the Electronic Course Card Google Form. We will enter your course requests into PowerSchool as soon you are transferred. If you have questions about how to transfer to SCMS, please contact our registrar, Kim Pace at [kimberlya.pace@cms.k12.nc.us](mailto:kimberlya.pace@cms.k12.nc.us)
3. If after following all instructions and videos located on our website “Registration Process for 2024-25 Academic Year” you have questions, please contact Whitney Matthews at [whitneyr.matthews@cms.k12.nc.us](mailto:whitneyr.matthews@cms.k12.nc.us)

### **Directions:**

- Students know how to log into their NCEdCloud Account: [my.ncedcloud.org](http://my.ncedcloud.org) (do not put www. in front of web address)



The image shows a screenshot of the NCEdCloud IAM login page. The page has a red header with 'RapidIdentity' and 'NCEdCloud IAM' logos. Below the header, there is a 'Login' section with a 'Need help?' link. A warning says 'Do NOT bookmark this page.' There are input fields for 'Username' and 'Password', and a 'Go' button. A 'Claim My Account' button is at the bottom. To the right of the screenshot, there is a vertical toolbar with various icons. A red arrow points from the 'Username' field to the text 'Student Login Information: Username = Student ID'. Another red arrow points from the 'Password' field to the text 'Password = Current Password\*'. Below the screenshot, there is a 'NOTE:' section.

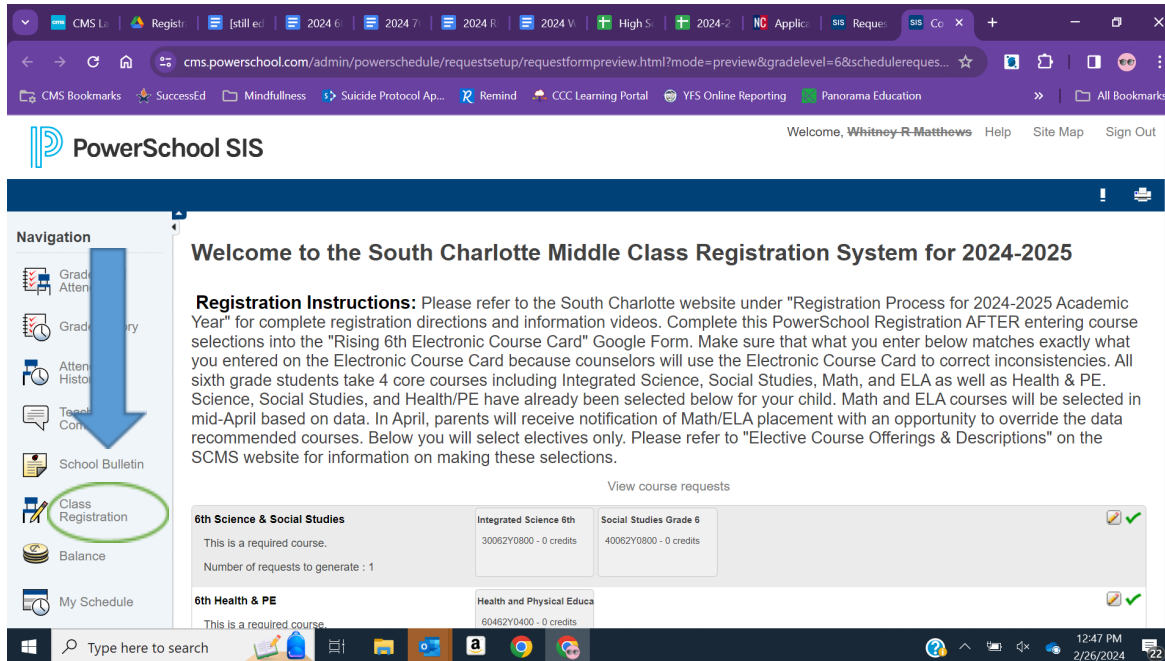
**Student Instructions**  
Students will log into their NCEdCloud Account: [my.ncedcloud.org](http://my.ncedcloud.org)  
\*Do not put www. on the front of the web address

**Student Login Information:**  
Username = Student ID  
Password = Current Password\*  
\* Student's will use their current NCEdCloud Password to log into their account.

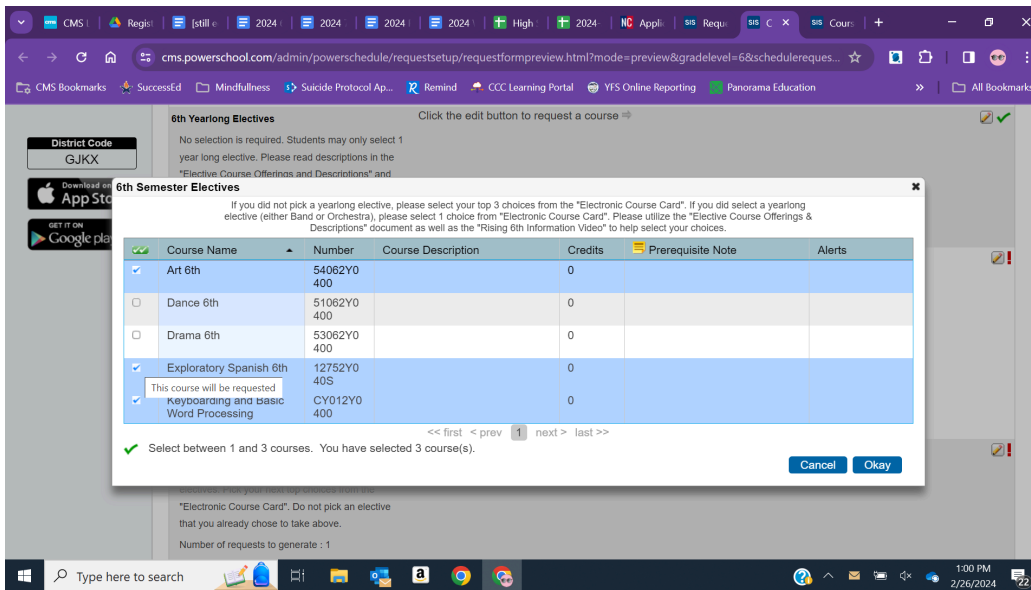
**NOTE:**  
Students that have never used their NCEdCloud account will want to Claim their Account first.

- Students will open their PowerSchool Student Account.

- Select “Class Registration” from the PowerSchool navigation menu



- **Science & Social Studies**
  - No selection needed
  - All students will be scheduled into traditional courses
- **Health/PE**
  - No selection needed
  - All students will be scheduled into required Health & PE
- **Yearlong Electives**
  - No selection is required, unless your child wants to take one of the courses
  - Students may only take one year-long class
  - Students enrolled into these courses will remain so for the entire school year
  - After you have made your selection (if you chose one), click OK
- **Semester Electives**
  - Select 1st Choice, 2nd Choice, and 3rd Choice from the “Electronic Course Card”
  - Click OK
- **Alternate Semester Electives**
  - Select 4th and 5th choice from the “Electronic Course Card”.
  - Click OK
- Click the “Pencil Icon” for each section (Yearlong Electives, Semester Electives, Alternate Semester Electives) and select your course request for the necessary courses under each section heading.



- **After you have made your choices for each section and have selected alternate courses then click the "Submit" button. After you click submit you will be able to see all of your requests.**