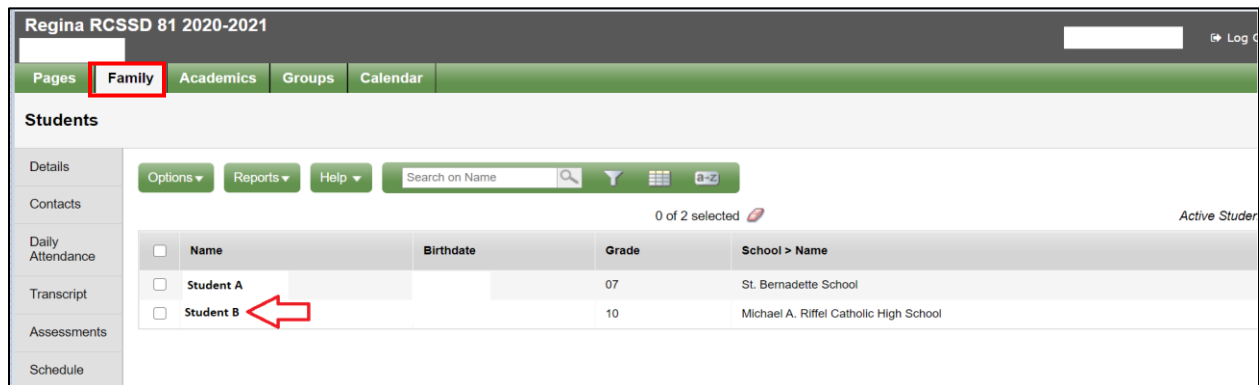


## Parents & Guardian Entering Course Requests On MSS Parent Portal

Student contacts who are identified as parents or guardians, will have user accounts setup, and will have access to the course selection window.

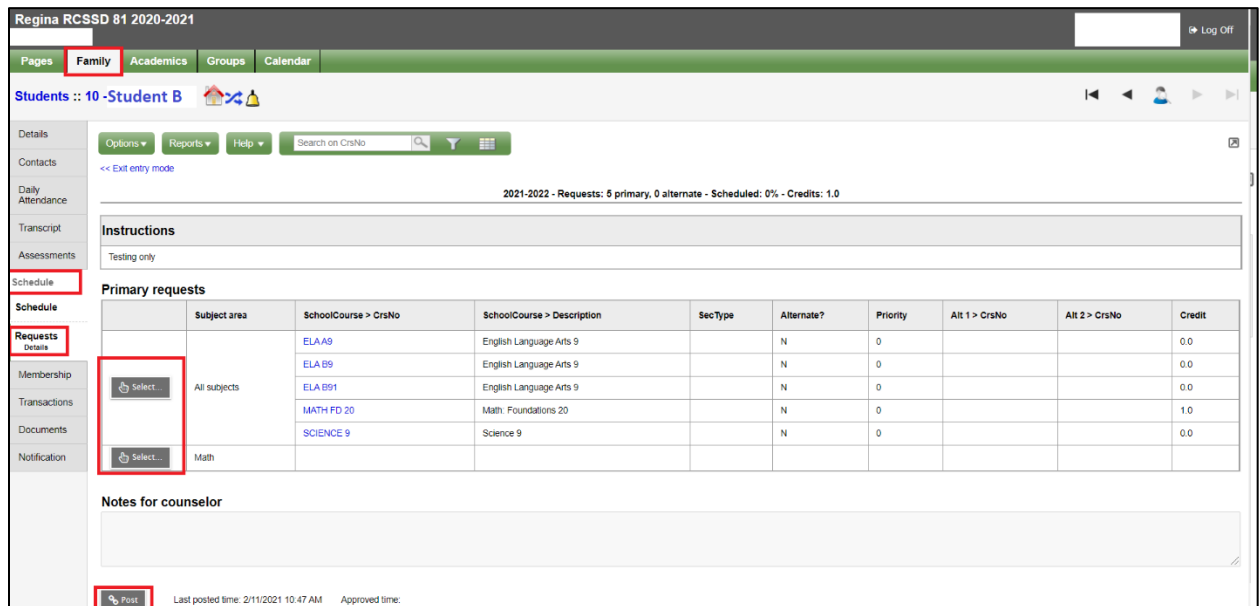
Contacts not only be able to view their child's course requests but they have the ability to make selections and changes on behalf of their children in the same way as the student can.

**Family Top Tab > Click on to the *Student Name* > *Schedule* > *Requests***



The screenshot shows the 'Regina RCSSD 81 2020-2021' Parent Portal. The 'Family' tab is selected. Under the 'Students' section, there is a table with columns: Name, Birthdate, Grade, and School > Name. Two students are listed: 'Student A' (Grade 07, St. Bernadette School) and 'Student B' (Grade 10, Michael A. Riffei Catholic High School). A red arrow points to 'Student B'.

Once the student is selected you will see the different primary request grade tracks they will be allowed to select from.



The screenshot shows the 'Regina RCSSD 81 2020-2021' Parent Portal for a selected student, '10 - Student B'. The 'Requests' section is active, showing a table of 'Primary requests'. The table has columns: Subject area, School/Course > CrsNo, School/Course > Description, SecType, Alternate?, Priority, Alt 1 > CrsNo, Alt 2 > CrsNo, and Credit. There are four rows of requests, each with a 'Select...' button. A red box highlights the 'Select...' button for the 'Math' request. Below the table is a 'Notes for counselor' section with a 'Post' button highlighted in red.

Subject area	School/Course > CrsNo	School/Course > Description	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
English Language Arts 9	ELA A9	English Language Arts 9		N	0			0.0
English Language Arts 9	ELA B9	English Language Arts 9		N	0			0.0
English Language Arts 9	ELA B91	English Language Arts 9		N	0			0.0
Math: Foundations 20	MATH FD 20	Math: Foundations 20		N	0			1.0
Science 9	SCIENCE 9	Science 9		N	0			0.0

### Primary Requests

Each grade appropriate Track Selection is displayed as a line, Pressing Select will bring up the details, and instructions.

### Posting

Once a student/parent has completed their course selections selected you will need to post the requests.

Click on the Post button at the bottom of the window. All selections will automatically save however, posting will timestamp your submission.