

## MSS Student Course Requests for Next School Year

To enter course requests or to view requests once entered:

1. Student user logs in to MSS.
2. Select **My Info** top tab, **Requests** side tab: The Requests page will appear.
3. Read and follow the information in the **Instructions** box.
4. In the **Primary requests** area, select your requests for the different **Subject areas**.
  - a. For example, to select a math course, click **Select** next to the Mathematics Subject area.
  - b. Once the course requests are visible for the selected Subject area, indicate your desired request by checking the **Select** box next to the course request. Once the selection(s) are made for the Subject area, select OK.
    - i. If you have not selected enough courses or have selected too many, a popup will alert you to the issue. Review the Instructions and modify your selections, as required.
  - c. Required courses may already display in the **Primary requests** area. These courses will have a checkmark that is greyed out. Ex: Course Package for Grade 8 and 9 students (compulsory courses)
  - d. Some Subject areas will ask you to enter Alternate course numbers. Follow the Instructions on these Subject areas. Ex: PAA
  - e. To remove a Request, click the Select checkbox again to deselect it.
5. **Notes for counselor** area allows you to enter a note for the Academic Counselor to view, if necessary.
6. The requests are automatically saved after you enter them on the Requests page. When you have finalized your selections, click **Post** at the bottom of the page. This notifies the Academic Counselor that you are finishing entering requests. If you have not selected enough requests, a popup will inform you of the specific issue(s). For example, it may state “Not enough requested for subject PE / Health 8” if you forgot to select a Phys Ed request. Review the Instructions on Requests page and for the specific Subject areas to resolve the issue.

### Parent Portal instructions for viewing student course requests

1. Parent user logs in to MSS.
2. Select **Family** top tab. If you have more than one child in the **Students** area, select the student you wish to view.
3. Select **Schedule** side tab, then **Requests** sub side tab.
4. Review the **Instructions** area for the full explanation of courses. Specific instructions regarding a course area can be found by clicking the Select icon in the Primary requests area.
5. Course requests that have been selected by the student will display in **Primary requests** area.
6. Review the selected courses with your child. Should revisions be required, have your child make the change in their portal. Some changes may need to be discussed with the Academic Counselor.
7. Refer to student notes above for more detailed information.