

INSTRUCTIONS FOR ONLINE COURSE SELECTION

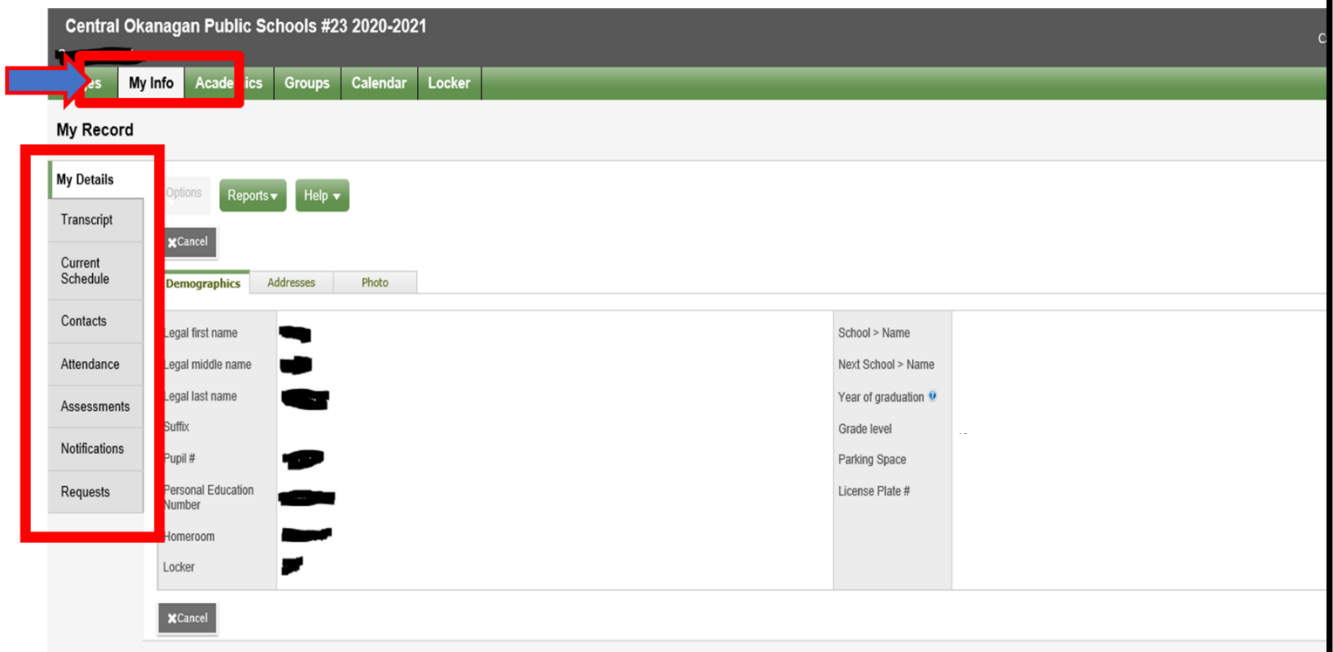
- Step 1:** Click on MyEd login Link on RSS Website. Student tab – MyEd Portal
- Step 2:** Login to Myed Portal
- Step 3:** Choose MyInfo from Top Tabs.



There are 6 top tabs in the Student Portal. Each contains information specific to the user.
(*Note: The Groups and Locker Top Tabs are not applicable at this time)

My Info Top Tab

This top tab provides access to demographic, attendance and transcript records specific to the user.



Step 4: Click on Requests. (Side Tab)

The screenshot shows the 'My Record' page with a green navigation bar at the top containing 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. Below the navigation bar, the 'My Record' section has a 'My Details' sidebar on the left with options: Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. The 'Requests' option is highlighted with a red box, and a red arrow points to it from the bottom left. The main content area has tabs for 'Demographics', 'Addresses', and 'Photo'. The 'Demographics' tab is active, showing fields for Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, Personal Education Number, Homeroom, and Locker. On the right, there are fields for School > Name, Next School > Name, Year of graduation, Grade level, Parking Space, and License Plate #. There are 'Options', 'Reports', and 'Help' buttons at the top right of the main content area, and a 'Cancel' button at the bottom left.

Step 5: Select your courses and click **POST** when complete!

The screenshot shows the 'Primary requests' and 'Alternate requests' forms. The 'Primary requests' table has columns: Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Name, SecType, Alternate?, and Pa. The 'Subject area' column has a 'Select...' dropdown for each row. The 'Alternate requests' table has columns: Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Alternate?, and Credit. The 'Subject area' column has a 'Select...' dropdown for each row. Below the tables is a 'Notes for counsellor' section with a text area containing the text: 'Please add anything that you think we should know when building your timetable.' At the bottom, there is a 'Post' button, a 'Last posted time: 1/19/2018 1:38 PM' label, and an 'Approved time:' label. A red arrow points to the 'Post' button, and a red box highlights the text 'MUST POST' next to it.

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Pa
Select...	English Language Arts						
Select...	Other						
Select...	English Language Arts						
Select...	Mathematics						
Select...	Sciences						
Select...	Social Studies						
Select...	Planning/Career Programs						
Select...	Applied Skills						
Select...	Computer Studies						
Select...	Home Economics						

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Alternates				

Notes for counsellor

Please add anything that you think we should know when building your timetable.

MUST POST Last posted time: 1/19/2018 1:38 PM Approved time: