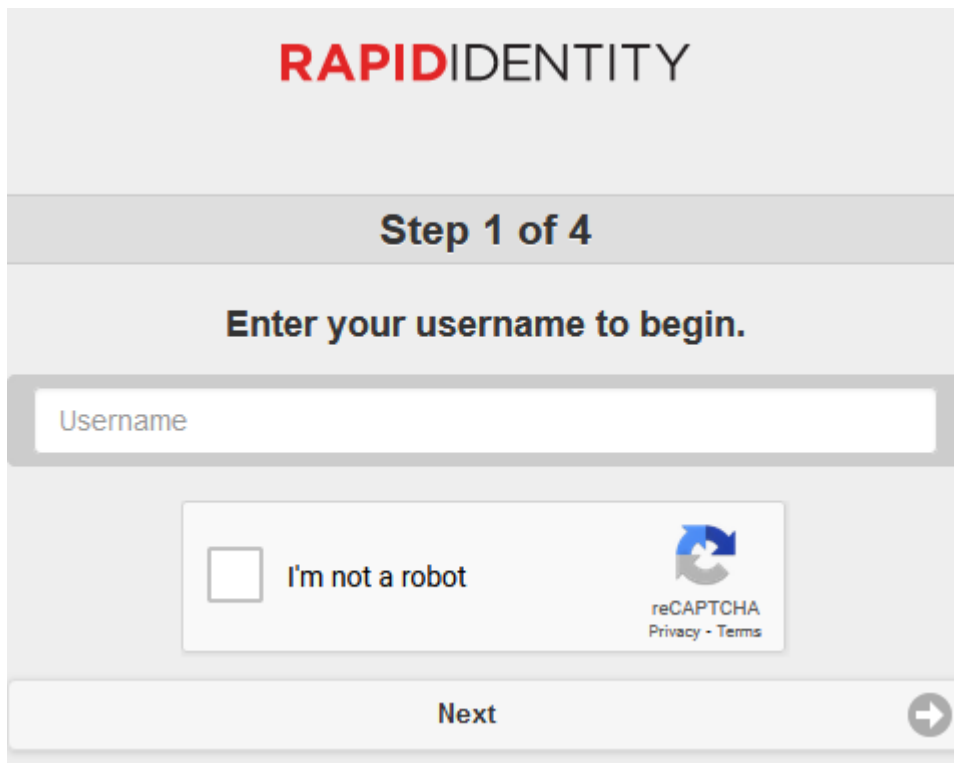


To register for classes for the 2023-24 school year.

1. Go to my.ncedcloud.org and log in. *(If you have never claimed your account, you will need to email Mrs. Babb at babb@longleafschool.com. Make sure you remember to send a professional sounding email for best results!)*

*You CANNOT register through the app. You MUST register through the web portal!

**If you have already claimed your account and are having trouble with the password, click the “Password Reset” button on the main page at my.ncedcloud.org – it should take you to a screen to enter your username (PowerSchool number) – don’t forget to click the “I’m not a robot” box, then next.



RAPIDIDENTITY


Step 1 of 4

Enter your username to begin.

Username

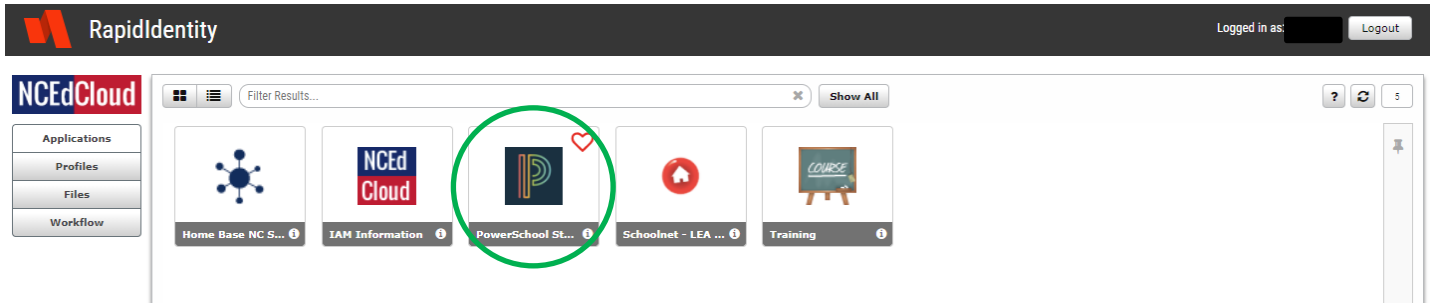
I'm not a robot

reCAPTCHA
Privacy - Terms

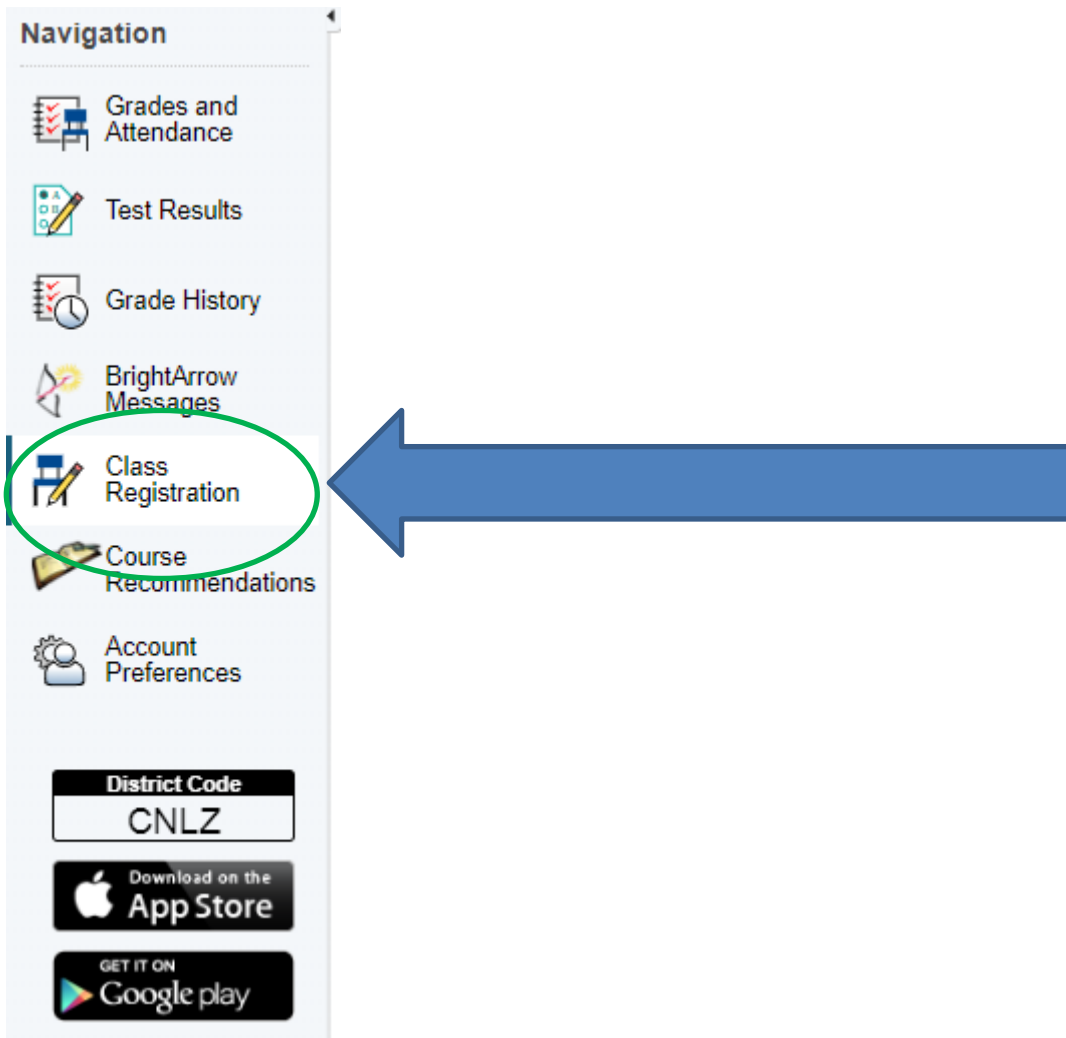
Next 

Then it will ask you to answer some of the security questions you set up when you claimed the account. Once answered correctly, it will let you change the password. If you have tried the “Forgot My Password” process and it still won’t work, you may also email Mrs. Babb. Remember: a professional sounding email gets best results!

2. Click “PowerSchool St...” to log into PowerSchool. It should put you at the main page that shows your grades and attendance. (Icons may look different!)



3. Look in the “Navigation” list on the left of the page. Click “Class Registration”.



4. Registration takes place between **Friday, March 1st, 2024 and Friday, March 15th, 2024**. If you attempt to access registration outside of this window, the screen will look like this:

Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin

2018-2019 Course Requests: [Redacted]

There are no course requests for this student.

Will say 2024-25 for this year!

5. Once registration opens Friday, March 1st, 2024, the page will look like this:

Class registration opens **Tuesday, February 19th at 3:45 PM** and closes **Tuesday, March 5th at 8:30 AM**.

Please finalize your course selections *before Tuesday, March 5th at 8:30 AM*.

If you have any questions regarding course registration, please make an appointment with your advisor.

Announcements about registration.

Course Catalog

SOPHOMORE ENGLISH Click the edit button to request a course ⇨

Pick an English course based on your teacher's recommendation.

SOPHOMORE MATH Click the edit button to request a course ⇨

Pick a math course based on your teacher's recommendation.

SOPHOMORE SCIENCE Click the edit button to request a course ⇨

Pick a Science course based on your teacher's recommendation.

SOPHOMORE SOCIAL STUDIES Click the edit button to request a course ⇨

Pick a social studies course based on your teacher's recommendation.

What subject you're registering for

Click the pencil!

Click the pencil next to the subject you want to pick a course for. A pop-up appears with available courses. You should have recommendations from your teachers. If you are able to take a class, it should have a box that is checkable. Click "Okay" when done.

The screenshot shows a pop-up window titled "Sophomore English" with the instruction "Pick an English course based on your teacher's recommendation." It contains a table with columns for "Course Number", "Credit", "Prerequisite Note", and "Alerts".

Course Number	Credit	Prerequisite Note	Alerts
10225X	1		Recommended Eric Gregory
English II 10222X 0	1		Prerequisites have not been met

Annotations in the image include:

- A red circle around a checkbox in the first row with the text "Clickable if you are able to register." pointing to it.
- A blue arrow pointing from the text "Recommendations here." to the "Recommended Eric Gregory" entry in the Alerts column.
- A blue arrow pointing from the text "Click when done." to the "Okay" button at the bottom right.

At the bottom of the window, it says: "You may select 1 course. You have selected 0 courses." and "Click the edit button to request a course" with a pencil icon.

The screenshot shows the main page after selection. The "Sophomore English" section now displays "English II Honors" with "10225X0 - 1 credits" and a checkmark icon, indicating the selection is complete.

When you have selected the class, it will go back to the main page. It will show your selected class and the ! changes to a checkmark.

=====

Some classes have multiple options for registration. They will start with the checkmark in place. (see World Language as an example below)

World Language Elective Click the edit button to request a course →



Two World Language credits *completed in high school* are required for graduation.

Pick the next level of world language you should take, based on your teacher's recommendation. If you have not completed Level I of a world language, choose Level I of the language you would like to start studying.

If you are intending to take your world language at a later time, you may leave this section blank.

Additional info about how to choose for this subject.

In this case, you have to decide
a) if you are continuing OR
b) putting off till later.

This is mostly for PE and World Language (and Cognitive Development for 11th and 12th). The Arts courses will work in a similar fashion.


=====

You will need to choose a total of 7 courses. It will keep track of how many you have at the bottom of the page.

Requires 7 credit hours.
Requesting 1 credit hours.

!

You will also need to choose 3 Alternates.

Alternates Click the edit button to request a course → 

Select 3 courses that you would like to take if one of your other electives is not available. Only choose courses that you are *actually* interested in - if your alternates are used, you will remain in those courses.

Do not choose the same courses for your alternates as you did for your electives. If you do, they will be dropped and new alternates will be chosen for you.

Alternates do not count as part of your 7 courses. However, you must still pick 3. Make sure you read the reminder text about alternates.

=====

When completely done, click “Submit” at the bottom of the page. It will let you know if you have not chosen enough courses.

Make sure you choose your courses and alternates before 8:30AM on Friday, March 15th, 2024.

If you have any questions regarding course registration, please make an appointment with your counselor ***in advance of the registration deadline***. Students with last names A - J should schedule with Ms. Glees. Students with last names K - Z should schedule with Ms. Norton.