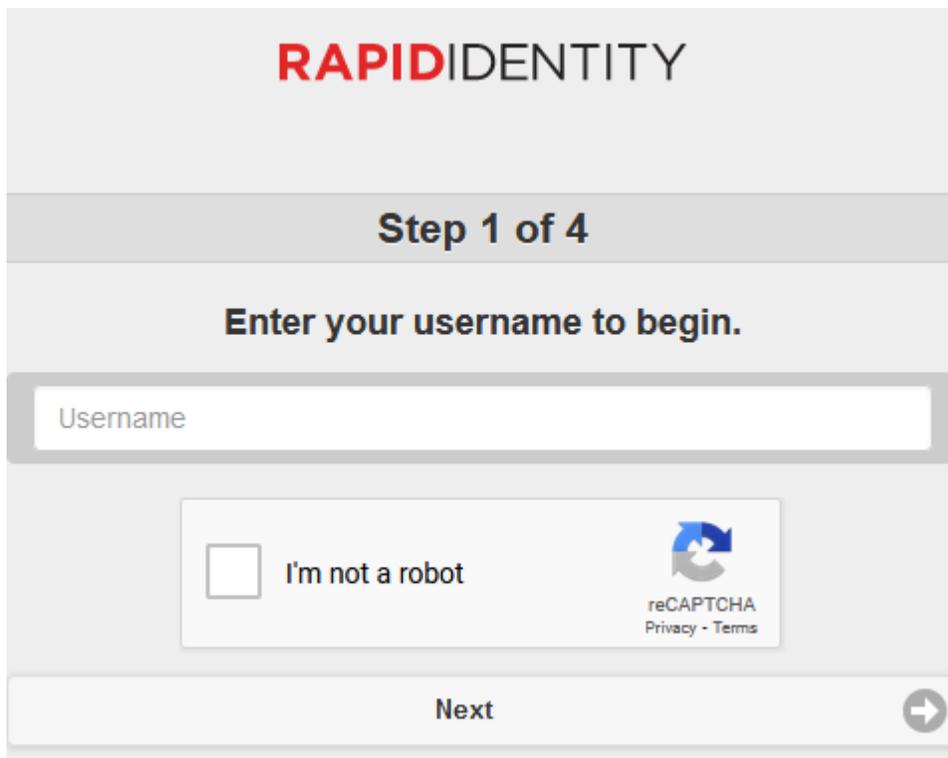


To register for classes for the 2022-23 school year.

1. Go to [my.ncedcloud.org](https://my.ncedcloud.org) and log in. *(If you have never claimed your account, you will need to email Mrs. Babb at [babb@longleafschool.com](mailto: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](https://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

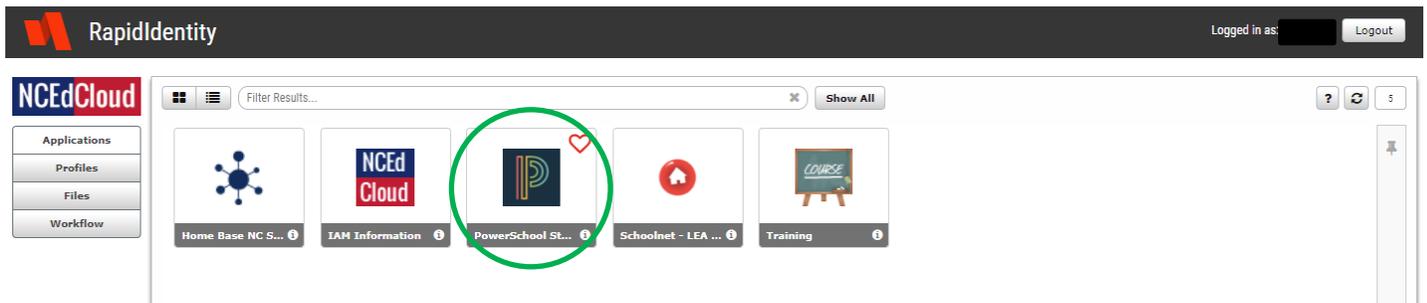
I'm not a robot

reCAPTCHA  
Privacy - Terms

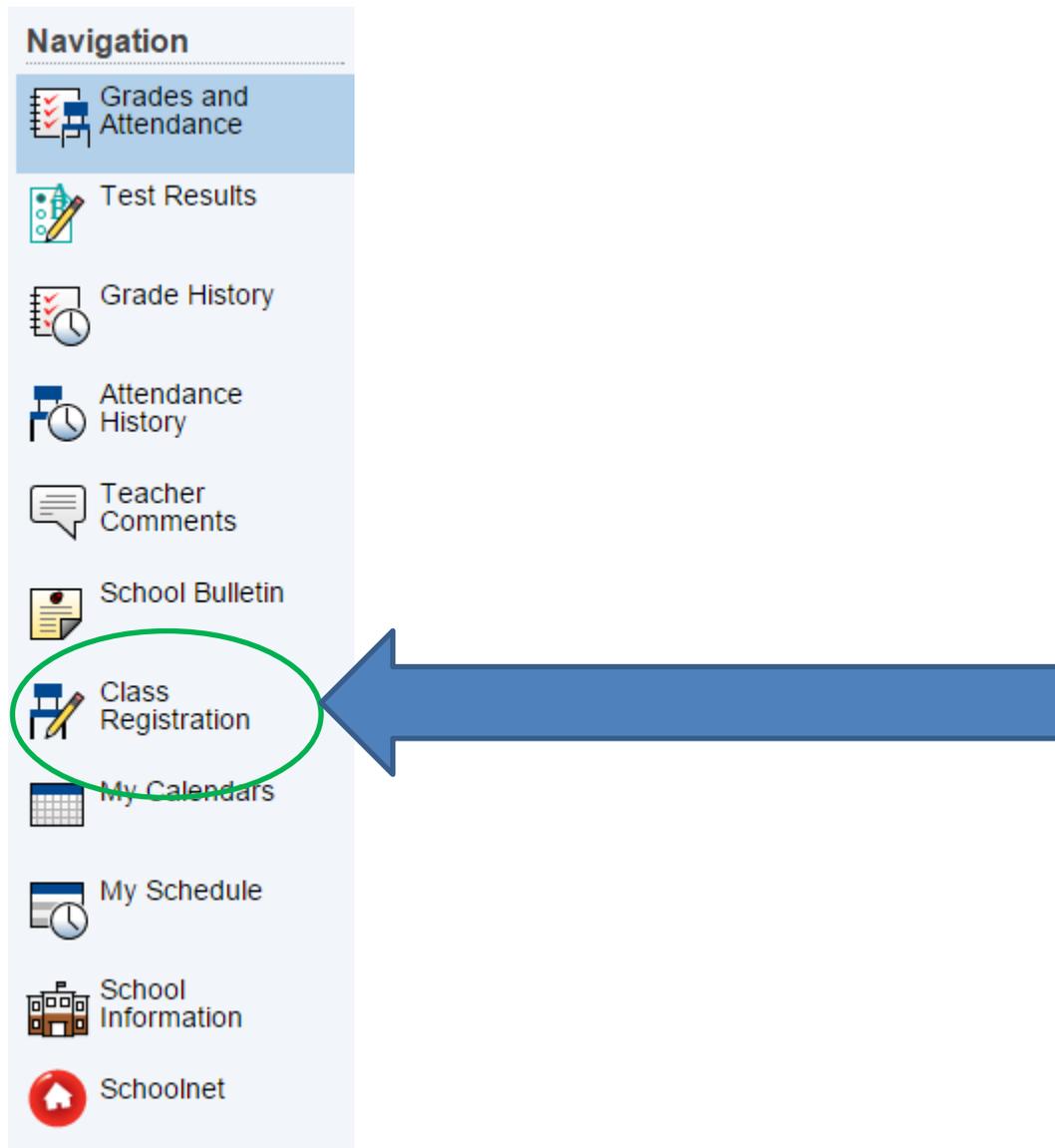
Next 

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!

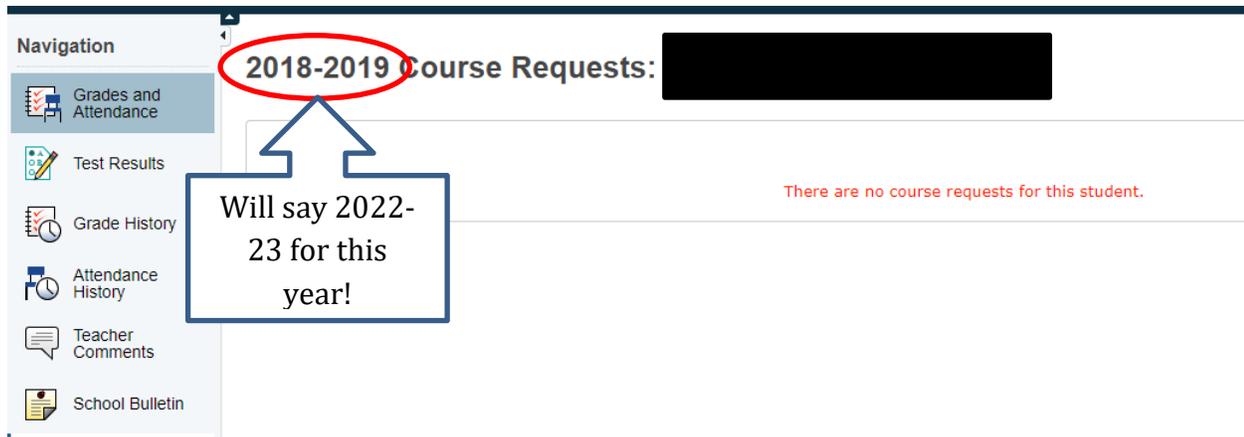
- Click “PowerSchool St...” to log into PowerSchool. It should put you at the main page that shows your grades and attendance. (Icons may look different!)



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



4. Registration takes place between **Friday, March 4<sup>th</sup>, 2022 and Monday, March 21<sup>st</sup>, 2022**. If you attempt to access registration outside of this window, the screen will look like this:



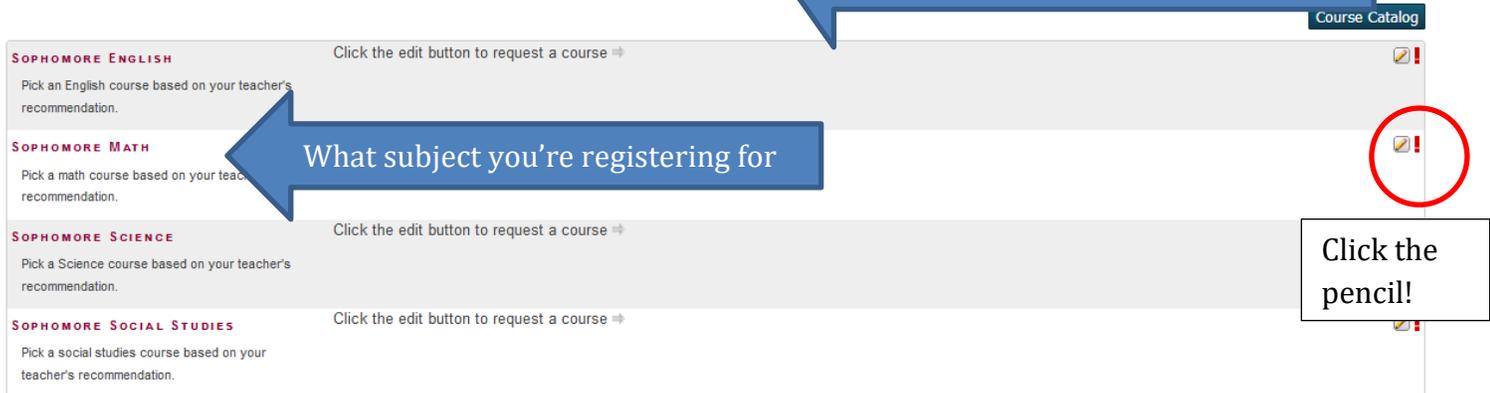
5. Once registration opens Friday, March 4<sup>th</sup>, 2022, the page will look like this:

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

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

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

Announcements about registration.



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.

Course Number	Credit	Prerequisite Note	Alerts
English II 10222X0	1		Recommended by Eric Gregory Prerequisites have not been met

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 courses.

Okay

Sophomore English

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

English II Honors  
10225X0 - 1 credits

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.

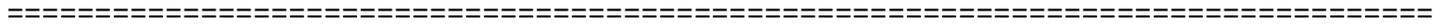
If you are intending to take your world language at a later time, you may leave this section blank.

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 11<sup>th</sup> and 12<sup>th</sup>). 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.

=====

For courses where multiple levels are placed together (Chorus Bass/Treble, Band, Wind, Strings, and Musical Theatre) initially you will register for “\_\_\_\_ Scheduling” of that course. Your specific level placement will be entered later.

=====

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 Monday, March 21st.

If you have any questions regarding course registration, please make an appointment with your counselor, ***in advance of the registration deadline.***