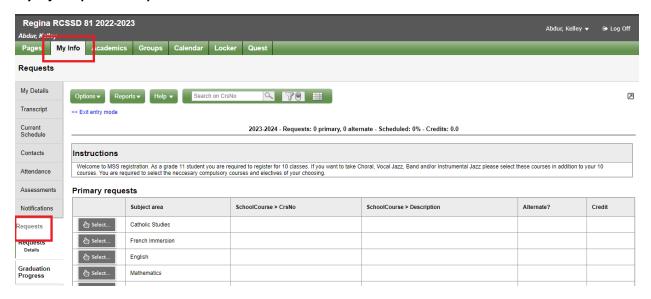
## **Student Entering Course Requests On MSS Student Portal**

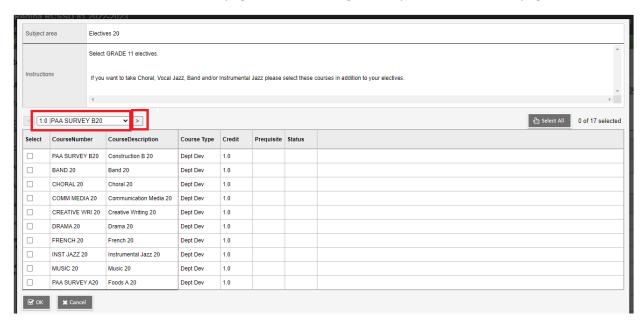
## The link to NYR course selection is https://mss.rcsd.ca/

All student's will have a user account in MSS that will allow them to select courses for next year. Students login credentials are the same as their regular computer username and password.

## My Info Top Tab > Requests Side Tab

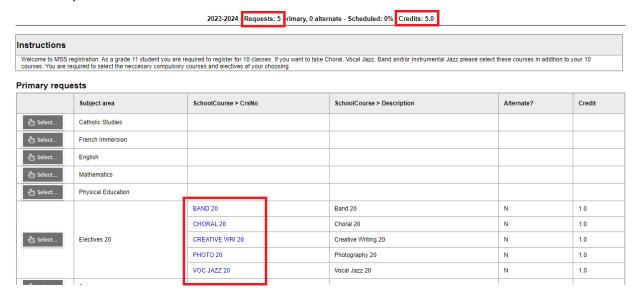


From here you can see the available courses you can select from. All of the Subject areas are listed, and when you click on the Select button beside the subject area, that will open a new window that will show you all the subject area courses. Some of the subject areas will have more than one page of courses available. You can scroll to the next page of courses using the drop down, or the next page arrow.



You can select multiple courses on a page, so select all the courses you need in the subject area, and then click the OK button at the bottom.

Once you have selected courses in a subject area, they will then show up on the main page, listing all the courses you have selected. It will also update the number or Requests and Credits on the top of the screen for you.



## **Posting**

Once you have completed your course selections 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.