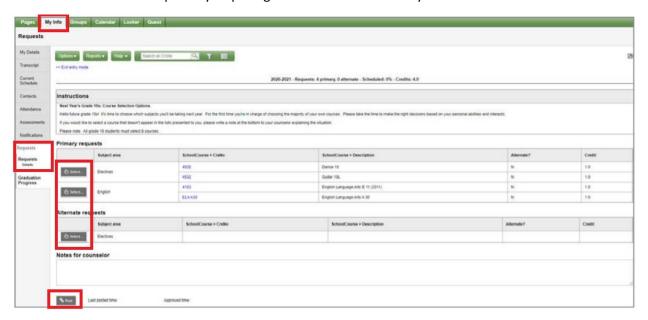
Students Entering Course Requests on MSS Student Portal

On Student Portal My Info Top Tab > Requests Side Tab

At the top you will see the school year for which the requests are being made (ex. 2021-2022), the number of requests submitted, and the total amount of credits selected followed by instructions from the school on your course request selections.

You will see the different primary request grade tracks available for you to select courses from.



Primary Requests

Each grade appropriate Track Selection is displayed as a line, Pressing Select will bring up the details of that section, and any specific instructions.

Notes for Counselor

There is a field for students to include notes for the counsellor. It is recommended that students be encouraged to speak to a counsellor before making course selections. This area may be a good means of making a request to discuss the student's choices with their counsellor.

Posting

Once a student has completed their course selections selected 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.