

ONLINE REGISTRATION INSTRUCTIONS (Using phones)

- Go to HJCODY.CA
- Click on “Students/Parents”
- Click on “PowerSchool
- Fill in “USERNAME” and “PASSWORD” then click “Sign In”
- Students should see Grades and Attendance

In the top left corner, you will see a grey tab

- Students need to use that tab (click it) to bring up other screen options.

Click on “CLASS REGISTRATION” (8th option from the top - looks like a chair and a pencil)

ONLINE REGISTRATION INSTRUCTIONS (Using computers)

Go to HJCODY.CA

Click on “Students/Parents”

Click on “PowerSchool

Fill in “USERNAME” and “PASSWORD” then click “Sign In”

Click on “CLASS REGISTRATION” (Left hand side)

CHOOSING COURSES

- A. If there is a red exclamation mark (!) beside the “pencil” students must click on the pencil and select the appropriate courses.
- B. If there is a green checkmark beside the “pencil” students do not need to make any selections unless it specifically applies to them.
- C. Once a student has all “Green checkmarks” click SUBMIT. (Bottom of page)
- D. This should bring up a list of courses that were selected. Students need to check to ensure they are correct. Students who are unsure of which level they should be taking need to contact their teachers for recommendations and can look at the course description on the HJCody school page for prerequisites.
- E. If changes need to be made, students need to return to the Class Registration page. Please ensure that your complementary courses match with what was entered on the Google Form.

Grade 10 students- Must have 11 - 13 total courses (Including Flex)

Grade 11 students - Must have 9 total courses (Including Flex)

Grade 12 students - Must have a minimum of 7 courses (Including Flex)