



PowerSchool Scheduling Directions

Please follow these step-by-step instructions to enter your course selections into PowerSchool. The scheduling process is not complete until you finish these steps. If you have any questions, please contact your counselor.

Please remember:

- If you are having difficulties logging in to PowerSchool, you may email PowerSchool Support at pssupport@troy.k12.mi.us.
- High school counselors will be available via Zoom to meet individually with students and families who have questions about their schedule selections. To schedule an **optional** appointment, [click here](http://troycounselingdepartment.weebly.com/) or visit: <http://troycounselingdepartment.weebly.com/> and choose counselor name under scheduling instructions.

Step One:

Log in to your Parent Portal/PowerSchool account directly through <https://ps.troy.k12.mi.us/public/>. You can also visit the [Troy High website](#), click on “QUICKLINKS” and select “PowerSchool Login” (see below). The QR code below may also be used to get to the PowerSchool Login. Students sign-in to PowerSchool using the same username and password as their Schoology account. The format for the username: i.e., Joseph Doe would be - first name initial, last name and their 2-digit graduation year (ex. Jdoe22).

The image shows a screenshot of the Troy High School website's navigation bar. The 'Quicklinks' button is circled in red. A blue arrow points from this button to the 'QUICKLINKS' menu, where the 'PowerSchool Login' option is also circled in red. To the right of the menu is the word 'or' and a QR code. Further right is a 'PowerSchool (Parent/Student) Login' button with a 'Login' icon and a 'SITE SPECIFIC LOGIN & PASSWORD' label. Below the button are links for 'Login Support: Contact Help Desk/Data Services' and 'Software Support: Contact PowerSchool/Data Services'.

Step Two:

The screen below will appear. Click on “Class Registration” (left-hand side of the screen) to enter your course requests.

The image shows a screenshot of the PowerSchool user interface. On the left is a 'Navigation' sidebar with various menu items. The 'Class Registration' item is circled in red. On the right is the 'Grades and Attendance' section, which includes a 'Locker Info' toggle set to 'Off' and a table for 'Last Week' with columns for 'Exp' and days 'M T W H F S'. The table contains several rows of course codes like 'P1(M,T,W,R,F)', 'P2(M,T,W,R,F)', and 'P3(M-F)'.