



# PowerSchool Scheduling Directions

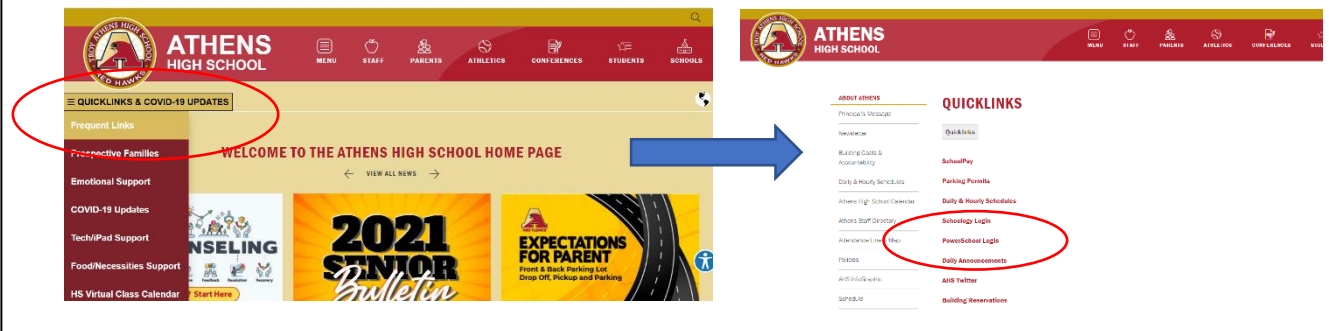
Please follow these step-by-step instructions to enter your course selections into PowerSchool. The scheduling process is not complete until you finish these steps. If you have any questions, please contact your counselor.

### Please remember:

- If you are having difficulties logging in to PowerSchool, you may email PowerSchool Support at [pssupport@troy.k12.mi.us](mailto: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://athenscounseling.weebly.com/scheduling-info--graduation-requirements.html) or visit: <http://athenscounseling.weebly.com/scheduling-info--graduation-requirements.html>.

## Step One:

Log in to your Parent Portal/PowerSchool account directly through <https://ps.troy.k12.mi.us/public/>. You can also visit the [Athens website](#), hover over “QUICKLINKS & COVID-19 Updates” and select “Frequent Links”. From there, select “PowerSchool Login” (see below). 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).



## Step Two:

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

