

**PowerSchool On-Line Registration**  
**Registration Dates**  
**Wednesday, March 4 – Friday, March 13**

On-line registration will begin on Wednesday, March 4th and run through Friday, March 13th. You can use your own computer to sign up for your Berlin High School classes. If you do not have a computer at home, sign up to use a computer in the Computer Lab or Library-Media Center during Period H. To access your student information on PowerSchool, go to the McGee site at: <http://www.berlinschools.org/page.cfm?p=524>. On the bottom right-hand side of the page, under Resources for Families, click on PowerSchool Family Access. Follow the directions below to register for your classes.

**Your log-in information is the same as your McGee web access information**

To access the on-line scheduling area:

- Click “Class Registration” on the left side of the page.
- Selecting Courses
  - Courses that have a red exclamation point to the right of the course name must be selected.
  - Courses that have a green check mean that a course has been chosen.
- Click on the pencil on the right
- All courses available for this selection will be shown. Select your course recommendation by clicking on the box to the left of the course name.
- At the bottom of this screen, Click “Okay”.
- Move on to the next subject and repeat the above steps until all courses have been selected.
- Once all courses have been selected, you must Click “Submit” on the main screen. Don’t forget this step, or none of your work will be saved!
- You will then see a list of the courses you have chosen. If there is an error or something is missing, you can return to the course selection and make a change by clicking on Class Registration again. Remember you need to “Submit” your changes.

Special Notes:

- You must select a minimum of 7.5 credits or your course registration will not be complete.
- Prerequisites for each course are listed and a course will not be an available choice if prerequisites have not been met.
- Some courses such as Physical Education and Health have already been preloaded for you.

Mrs. Ventura and Mrs. Brintle will be reviewing all course selections. You will receive notification if additional registration work is needed. If you need any help or assistance, please let Mrs. Brintle or Mrs. Ventura know.