

Course Requests for Students

Overview

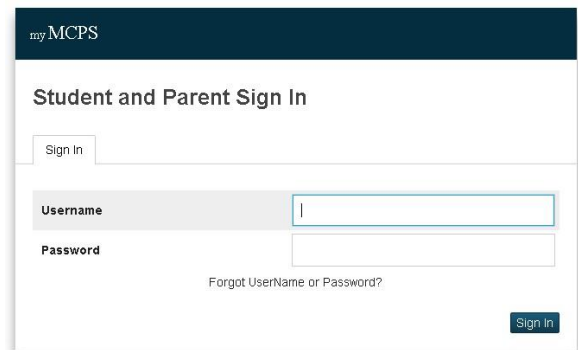
As a function of the scheduling application, students will have the ability to enter their course requests online. These requests are guided by the recommendations that their current teachers enter. For requesting courses, students should follow the steps listed below, entering the courses that appear on their registration form.

Process


Login: Students should use the following URL: <https://portal.mcpsmd.org>

Once you see the sign-in screen on the right, enter your MCPS username (your 6 digit MCPS student ID #) and password (the password you use to log into the computers at school). Then select **“Sign In.”**

Once you have signed in, you will see a navigation screen like the screen below. Your name will be shown in upper right corner as well as the center of the screen. Please review the instruction provided.



The screenshot shows the 'myMCPS Student and Parent Sign In' page. It features a dark blue header with the 'myMCPS' logo. Below the header, there is a 'Sign In' button. The main content area contains two input fields: 'Username' and 'Password'. A link for 'Forgot UserName or Password?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form.

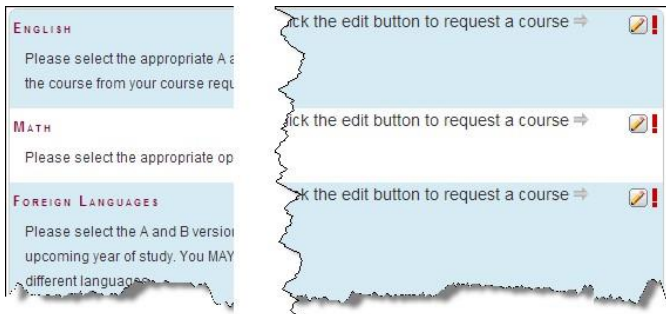


The screenshot displays the navigation screen after logging in. On the left, there is a 'Navigation' sidebar with a 'Class Registration' link accompanied by a pencil and paper icon. The main content area features a large heading 'Welcome Student Name' and a welcome message: 'Welcome to the myMCPS Online Course Request Portal.' Below this, there is a paragraph explaining the site's purpose: 'On this site, you will enter your course requests for the upcoming school year. During the process, you will be provided with several choices from which you can select an appropriate course. Please review all options along with your teacher's recommendations.' At the bottom, there is an instruction: 'To begin, select the Class Registration link to the left.'

On the next screen, you will find the class registration page for the upcoming year. On the page, there are several categories of classes from which you will select your courses for next year. Remember to select enough classes to fill your schedule.

On the right-hand side of the screen, you will see two icons. The ✓ denotes the choice has been made or that there is no choice required in that section. The ! denotes a selection still needs to be made.

Begin by reading the instructions for each of the sections. Based on that information, you may need to select at least one course within that group. If not, simply move on to the next group. To select courses within a group, click on the 📝 icon. A list of courses, and any related teacher recommendations will appear on screen.



Note: In some cases, there may be more options that what can fit on the screen. Remember to look for more pages of options at the bottom of the course selection screen.

Grade 10 Art Elective Options

<input type="checkbox"/>	ADV STUDIO A	6313	0.5	Art	
<input type="checkbox"/>	ADV STUDIO B	6314	0.5	Prerequisite: A minimum of 1 credit in Art	
<input type="checkbox"/>	AP ART 2D DES DP	6487	1		
<input type="checkbox"/>	AP ART 3D DES DP	6489	1		
<input type="checkbox"/>	AP ART HISTORY A	6456	0.5		
<input type="checkbox"/>	AP ART HISTORY B	6457	0.5		
<input type="checkbox"/>	AP ST ART 2D DES	6486	0.5	Prerequisite: Foundations of Art or Drawing and Design, and Studio Art 1	
<input type="checkbox"/>	AP ST ART 3D DES	6488	0.5		
<input type="checkbox"/>	AP STD DRAW DP	6484	1		
<input type="checkbox"/>	AP STD DRAWING	6482	0.5	Prerequisite: Foundations of Art or Drawing and Design, and Studio Art 1	

<< first < prev 1 2 3 4 next > last >>

✓ You may select up to 2 courses. You have selected 0 courses.

Cancel Okay

Click **Okay** on each course selection screen. When you are finished making all of your choices, click the **Submit** button in the bottom right, which will show you a list of the all of your course requests.

Submit

Once you have reviewed your selections, you can sign out of the application using the **Sign Out** link located in the upper right-hand corner of the screen.