

## **To Begin**

1. Go to the Madison School District homepage at [www.msd321.com](http://www.msd321.com).
2. Click on PowerSchool Links.
3. Click “Log in with Microsoft”.
4. Enter your **student** e-mail and password.
5. Click on Quick Links on the left of your screen.
6. Scroll down under “Custom Links” you will see “ClassChoice-Student” which will take you into the registration program.

## **Make Class Changes**

1. Click on “Schedule” at the top of the screen.
2. Your schedule will now be visible on the screen. Be sure to read through all on-screen instructions before starting to create or change your schedule.
3. Click on “Edit” below the period number at the beginning of any row.
4. On the next screen, you will have drop-down menus for that **same period** in **each trimester**.
5. Scroll through the menus to find the class you want. Once you have all periods selected, click “Save Changes” at the bottom of the screen. This will take you back to your full schedule.
6. Repeat steps 3 – 5 until your schedule is complete.
7. Once you have a complete schedule, it’s a good idea to either take a picture or select “printer friendly page” at the bottom of the screen to print a copy for your records.
8. You can return to your schedule and make changes as many times as you like during the schedule change period.

## **PLEASE NOTE!!**

**Once you drop a class, it will be available for another student to add.  
Counselors will not override class limits if classes are already full.**