

Student Instructions for Subject Selection

Please note that Students can select their subjects for the next school year through the My School Sask (MSS) Portal **OR** through the MSS Parent Portal.

Student Portal Instructions:

1. Log into the My School Sask (MSS) Portal.
2. Select the My Info (top tab) and then click on Requests (side-tab).

The screenshot shows the 'My Info' page of the MSS Portal. The top navigation bar has tabs: Pages, My Info (highlighted with a red circle), Academics, Groups, Calendar, Locker, and Quest. The left sidebar has a 'My Record' section with sub-tabs: My Details, Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests (highlighted with a red circle). The main content area shows a form for 'My Details' with fields for Legal First Name, Legal Middle Name, Legal Last Name, Legal Suffix, Pupil #, Learning ID, School > School Name, Next School > School Name, Year of graduation, Grade level, Homeroom, and Locker. There are 'Cancel' buttons at the bottom of the form.

3. Choose the select button for each subject category. **Read all instructions in the subject category prior to making selections.**

The screenshot shows the 'Requests' page of the MSS Portal. The top navigation bar has tabs: Pages, My Info (highlighted with a red circle), Academics, Groups, Calendar, Locker, and Quest. The left sidebar has a 'Requests' section with sub-tabs: My Details, Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, Requests (highlighted with a red circle), and Graduation Progress. The main content area shows a form for 'Requests' with a 'Search on CrsNo' field and a 'Post' button (highlighted with a red circle). Below the search field is a table titled 'Primary requests' with columns: Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Alternate?, and Credit. The table has rows for Catholic Studies, English, Math, Science, Social Sciences, and Electives. Each row has a 'Select' button in the first column. Below the table is a 'Notes for counselor' section with a text area. At the bottom, there is a 'Post' button (highlighted with a red circle) and fields for 'Last posted time' and 'Approved time'.

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Catholic Studies				
Select	English				
Select	Math				
Select	Science				
Select	Social Sciences				
Select	Social Sciences				
Select	Electives				

4. Click "Post" once all selections have been made.