

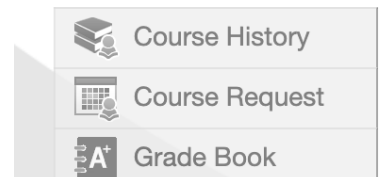
StudentVUE Scheduling Instructions

2021-2022



Accessing Synergy:

- Log into the computer
- Click Google Chrome
- Log into StudentVue at https://md-mcps-psv.edupoint.com/PXP2_Login.aspx
- Enter your MCPS username (your 6-digit ID number) and computer password (the password you use to log into the computers at school)
- Once logged in, click on the **Course Request** tab on left side of screen



Selecting Courses:

- Click **Click here to change course requests**
- When the **Course Request Selection** screen opens, use the search criteria to enter the course ID or name of the course(s) you are searching for.
- Click **Add Request** to add the course. For full year courses, make sure to add both the first (A) and second (B) semester courses.

[Click here to change course requests](#)

| Action | Ln | Course ID | Course Title |
|--------------------------|----|-----------|------------------------|
| ✕ Remove | 1 | ENG2031A | AP Language and Comp A |
| ✕ Remove | 2 | ENG2031B | AP Language and Comp B |

- Once selected, the courses move to **Selected Course Requests**.
 - Repeat the process until you have a full 7 period schedule.
- Once finished, click on the **Click here to return to course request summary** tab

[Click here to return to course request summary](#)

Changing Course Requests:

- Click **Remove** next to the course to be removed, then follow the process above to add

Action

[✕ Remove](#)

Finalizing Course Requests:

- To finalize your submission, select the **Lock Course Requests** button on the Course Request Screen. Once you lock your course requests, you will be unable to make any changes. Please note, MCPS may have removed Lock Course Requests, so do not worry if you are unable to choose that option, your course requests will remain in the system when you logout.

[Lock Course Requests](#)

Dates to Remember:

- **Rising 9th grade** - Please make sure your final course requests are submitted by Friday, February 10th.
- **Rising 10th - 12th grade** - Please make sure your final course requests are submitted by Friday, January 29th.

This completes your registration for the 2021-2022 school year! If you have any questions or need to make a change, please contact your school counselor via email (see next page) or by calling 240-740-2710.

Need to identify your counselor? Click here: [2020-2021 Counselor Assignments Grades 9-12](#)

AEHS School Counselor Emails:

Anne_H_Fletcher@mcpsmd.org

Danielle_S_Jordan@mcpsmd.org

John_T_Edwards@mcpsmd.org

Auguste_C_Pykosh@mcpsmd.org

Reina_A_Fuentes@mcpsmd.org

Patricia_L_Azcuna@mcpsmd.org

Erica_E_Ramos@mcpsmd.org

Xiomara_Medina@mcpsmd.org

Kellie_B_Spivak@mcpsmd.org