Student Instructions for Genius SIS

Course Request Entry

To begin, log in to the NSO Genius page: http://mn.geniussis.com/PublicWelcome.aspx?id=2
There is also a link from the NSO website: www.northernstaronline.org
Username: your email address (set up when you created your account)
Password: set by you, can also be reset on “Forgot login” link

If you forget your password, you can have it reset here.

Note: Returning students should already have an account. New students can create account by clicking under “New to Northern Star Online.” See the NSO website for instructions on account creation.

Counselors may also add requests on behalf of students.

Parents may also add requests for students, or create an account on a student’s behalf. A parent account will be created along with the student’s, and the login instructions will be emailed to them.
Student welcome page

On the welcome page, you can navigate to a number of key areas. Those related to Course Requests are highlighted here:

**Request Courses**: add a new request or edit an old one

**Drop a course**: Request to drop a current course

**Course Requests Box**: check the sign-off status of current course requests

**Edit Account**: change your login password

**Student Information**: change your contact, guardian and other personal data

Instructions for viewing, editing and adding course requests continued on next pages...
Requested Courses List

To view all course requests, choose “Request Courses” from the welcome page.

Click “Request new course” to add a new request

Review current information on existing requests

To edit or delete an existing request, click the icon in the “Edit” column

Instructions for New Course Request Entry, continued on next pages...
Request New Course Entry

To enter a new request, click “Request new course” from the Requested Courses List. Then go through the drop-down menus to select the course and related information:

**Term**: Fall, Spring, Summer
This may not correspond to your school terms, but simply refers to the semester in which you are expecting to begin.

**Course**: choose from the drop-down list
Choose the courses that end in (NSO).

*You may request courses from the other programs, but you will need to visit the SOCRATES or INFINITY websites for further information, as NSO will not be processing these requests.*

Only the name will be listed. You will choose credits and other features further on.

**Segment**: refers to the part of the course you will need.


Segment is NOT based on the TIME, but on the amount of WORK to do.

If in doubt, choose “Sem A” and consult your counselor.
You have now entered a Request! Your counselor, parent or guardian, and NSO staff will be able to review, edit, and sign-off as the next step.