

2019 OPTION SELECTION PROCEDURES:

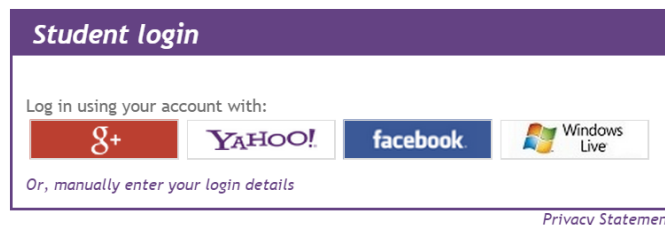
If you already have a password and can access Edge, go straight to Step 2.

Step 1:

To log into the student portal you must open your web browser (Google Chrome, Internet Explorer, Firefox, Safari) and type the following into the address bar at the top of the screen.

<https://student.musac.school.nz>

This will take you to the Student Login screen



Click *Or, Manually enter your login details* and enter your school email address into the email box and your password. If you have forgotten your password, click on [I don't know my edge password](#) link. An email will be sent to your email address. Follow the instructions in this email to set your password. Your school email address is your username@my.waiuku-college.school.nz.

The email will be sent to your School Outlook account, under Student Services in Moodle.

There will be a message from MUSAC-forgotten password. Click on the link.

A screen will appear with a number in the first field.

Ignore this number and enter a password in the next field (minimum of 6 characters).

Repeat the password. Click *Save(DO NOT just hit "Enter"!!!)*

Go back to the log in page above and log in using your new password.

This will take you to the homepage.

Announcements from your school will appear on the LHS.

Your details will appear on the RHS.

If any of these details are incorrect then please contact the school to get them updated.

Step 2:

Log in to Edge.

Click on "My Summary".

Click on "Options".

Click on "NEXT YEAR"(Top Right Hand Side)

A list of options for 2019 will show.

If you click on "info" you will see a course outline as per the subject selection booklet you have already received.

To select a subject, click the box to the left of that subject.

Once you have selected the correct number of subjects, scroll to the bottom of the page and click "Save".

You may choose subjects from another level by selecting that level from the Level Dropdown box.

You can change your selections, but must do so by Friday 17/08/2018.

To change an option selection, untick it then click "Save"

Make a new choice, then again Click "Save".

You can access Edge from anywhere. It is recommended you set up your password at school, but do your option selections at home with your parent/caregiver.