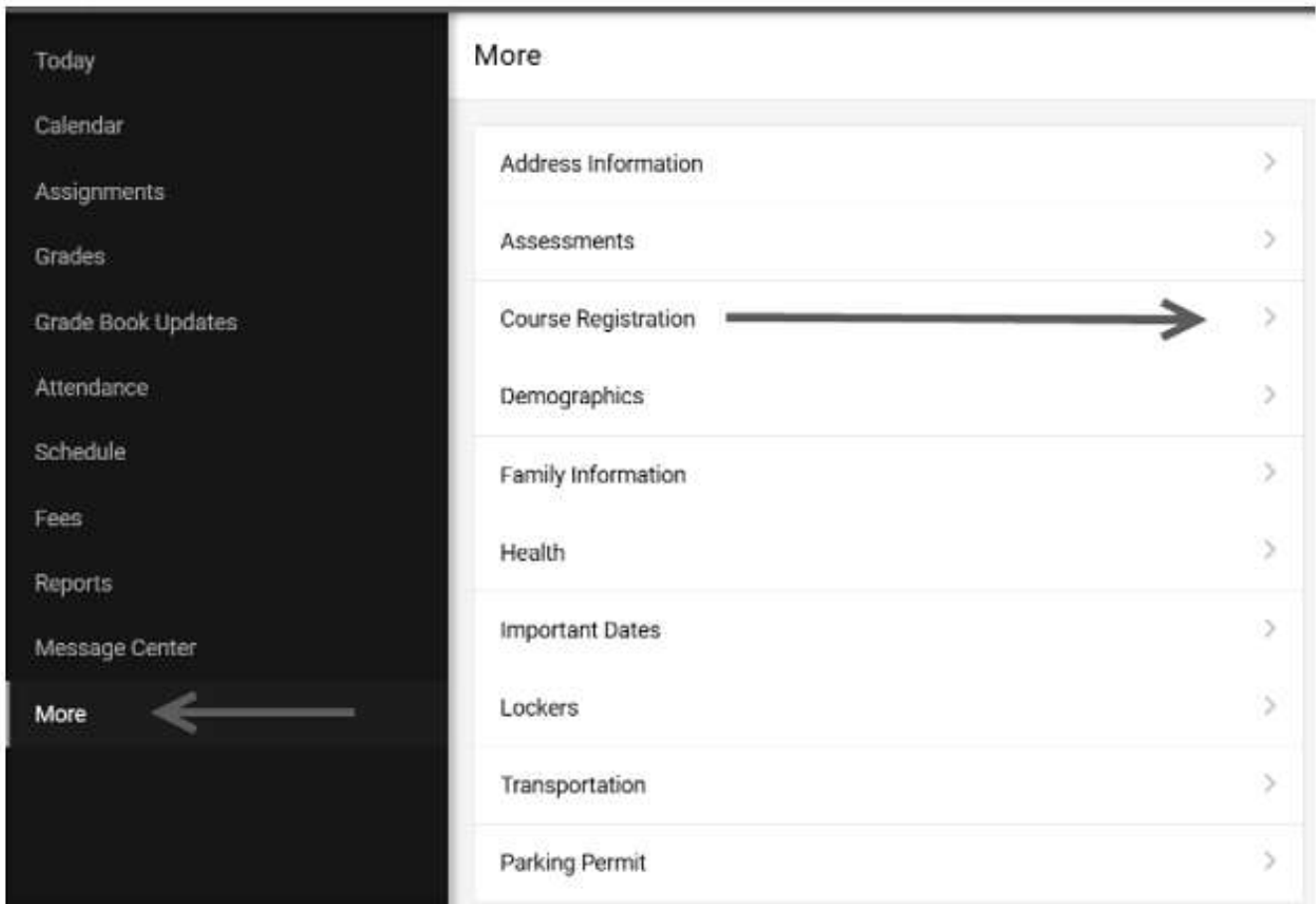


Portal Registration Directions

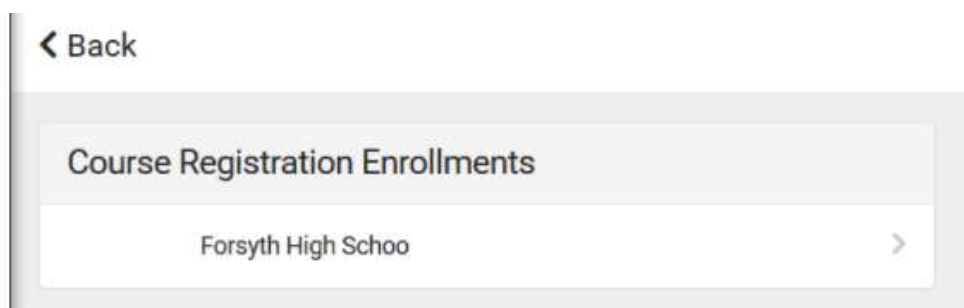
The portal will be open via Student Portal from February 15th at 8:00AM until February 23rd at 4:00PM.

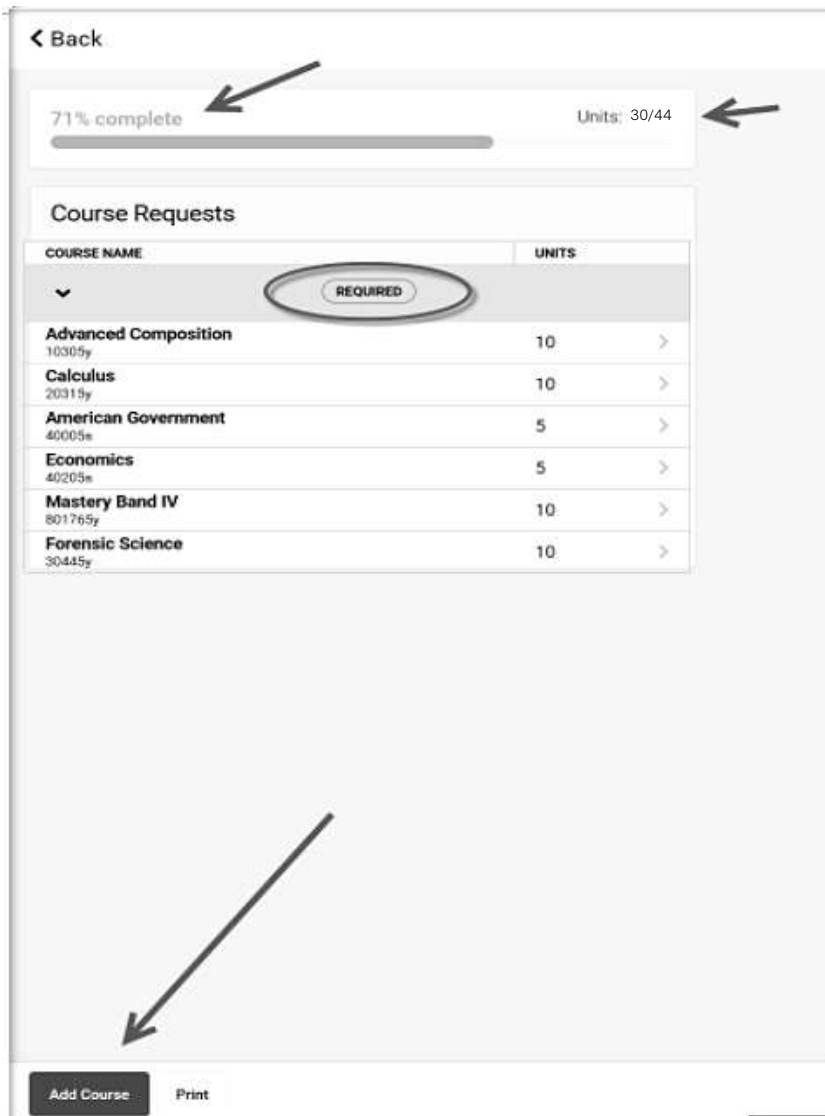
Please log into your parent portal account. If you do not have a parent portal account, please contact the school you are currently attending.

On the left-hand side of your screen at the bottom, select More. Then select Course Registration.



Then select the school showing.



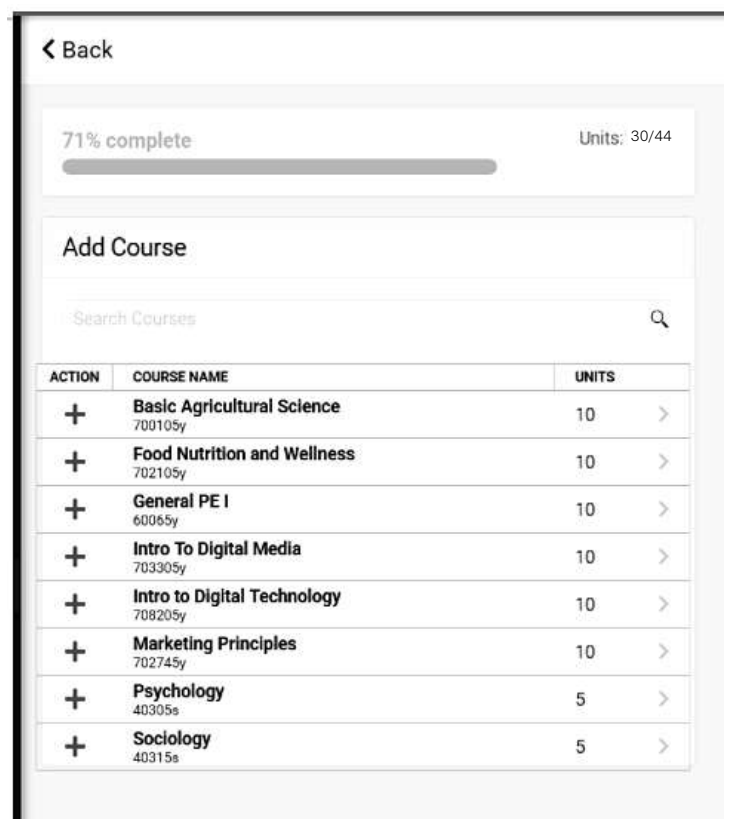


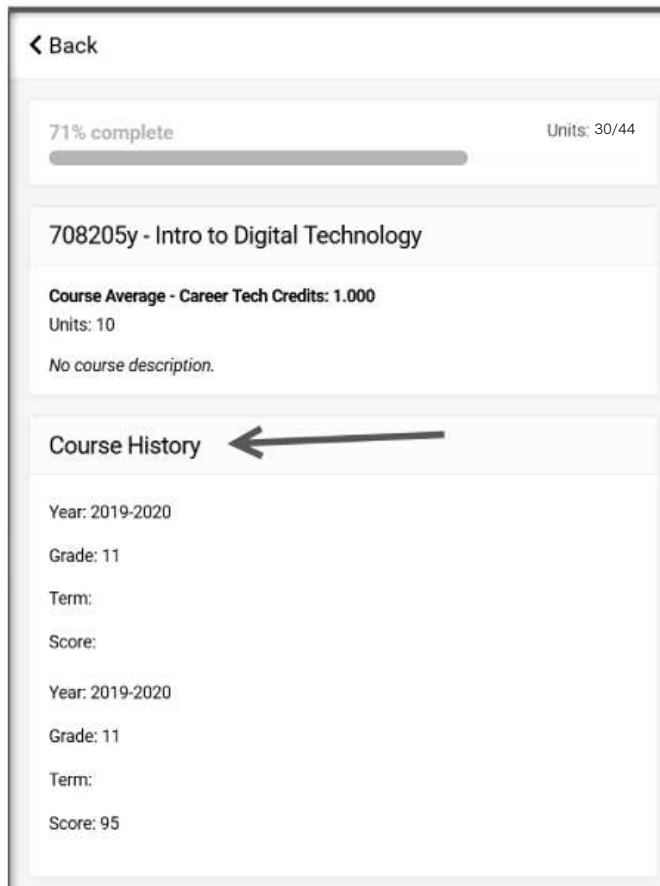
The next screen to appear will show you the courses your student has been recommended for next year. These will be listed under the title “Required”. You will also notice at the top of the screen percent complete bar and Units (xx/xx). Each course is comprised of units. Normally, a yearlong course equals 10 units and a semester course equals 5 units. You will be able to select Elective courses until you reach the maximum of 44 units. All courses requested after the 44 units will be Alternate Courses.

At the bottom of the screen is a blue box – Add Course. Select this box.

The next screen after selecting Add Course will list all elective course options.

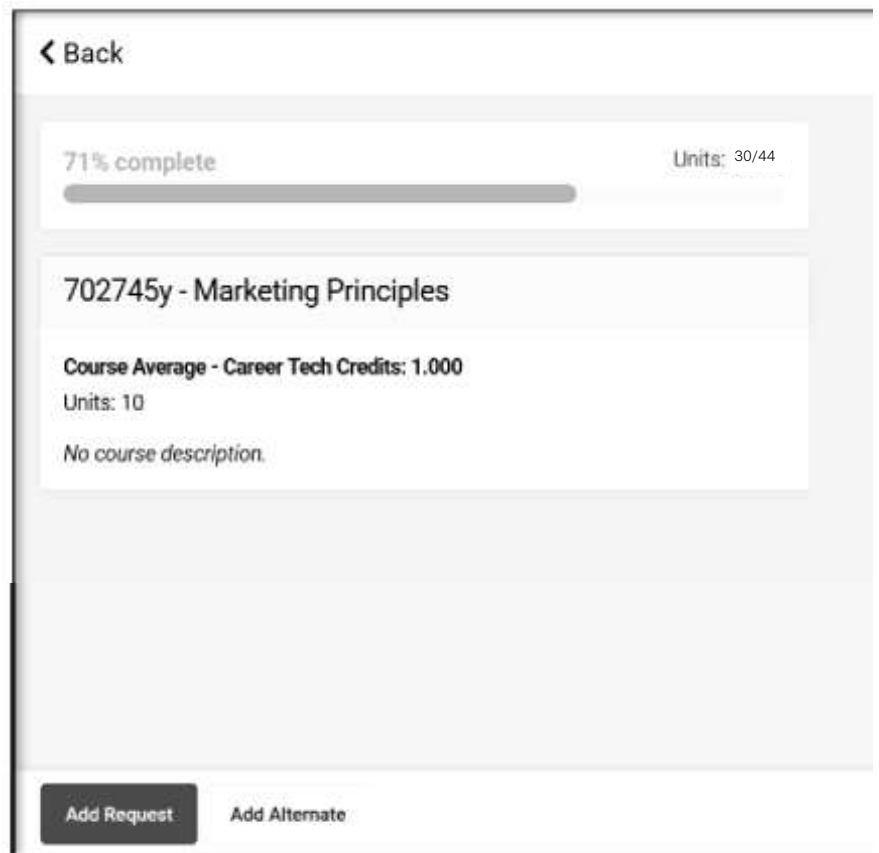
If you know the course number or course name you can type it in the search bar OR if you see it listed, select the arrow next to the course name.





A new screen will appear – If you see **Course History** listed, this means the student has already taken or is currently taking the course. Do not select the course. Select back and make another choice.

If you do not see **Course History** listed, then you can select either **Add Request** or **Add Alternate** at the bottom. You will only select **Alternate** when the units shown at the top reach 44/44.



< Back

86% complete Units: 34/44

Add Course

Search Courses 🔍

ACTION	COURSE NAME	UNITS
+	Basic Agricultural Science 700105y	10 >
+	Food Nutrition and Wellness 702105y	10 >
+	General PE I 60065y	10 >
+	Intro To Digital Media 703305y	10 >
⊗	Intro to Digital Technology REQ 708205y	10 >
+	Marketing Principles 702745y	10 >
+	Psychology 40305s	5 >
+	Sociology 40315s	5 >

Once you selected the course, it will put a red X next to that course. If you selected the course in error or would like to change your selection, just select the course again and a pop-up screen will appear asking if you would like to delete the course request.

Delete Request ✕

Would you like to delete this course request?

Intro to Digital Technology
708205y

Delete
Cancel

Once you have selected enough courses - the completion bar at the top is 100% complete - you will need to select at least 3 alternate courses. You will follow the same procedure as you did when selecting your elective requests, except you will choose alternate.

< Back

100% complete Units: 44/44

60065y - General PE I

Course Average - Elective OR CORE Elective Credits: 1.000
Units: 10
No course description.

Add Request
Add Alternate

Once that is complete select the Back arrow at the top. This will bring you back to the main screen and show you all courses requested and your alternates. You have the option to make any corrections then select the print button at the bottom.

The screenshot displays a mobile application interface for course requests. At the top left is a back arrow labeled "Back". Below it is a progress bar showing "100% complete" and "Units: 44/44". The main section is titled "Course Requests" and contains a table with two columns: "COURSE NAME" and "UNITS". The table is divided into three sections: "REQUIRED", "REQUESTS", and "ALTERNATES", each indicated by a dropdown arrow and a label. The "REQUIRED" section lists: Advanced Composition (10005y, 10 units), Calculus (20315y, 10 units), American Government (40005s, 5 units), Economics (40205s, 5 units), Mastery Band IV (801765y, 10 units), and Forensic Science (30445y, 10 units). The "REQUESTS" section lists: Marketing Principles (702745y, 10 units), Psychology (40305s, 5 units), and Sociology (40315s, 5 units). The "ALTERNATES" section lists: Food Nutrition and Wellness (702105y, 10 units). At the bottom, there are two buttons: "Add Course" and "Print".

COURSE NAME	UNITS
REQUIRED	
Advanced Composition 10005y	10
Calculus 20315y	10
American Government 40005s	5
Economics 40205s	5
Mastery Band IV 801765y	10
Forensic Science 30445y	10
REQUESTS	
Marketing Principles 702745y	10
Psychology 40305s	5
Sociology 40315s	5
ALTERNATES	
Food Nutrition and Wellness 702105y	10