

Please log into your parent portal account. If you do not have a parent portal account, please contact your 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 screenshot shows a dark sidebar menu on the left and a white 'More' menu on the right. The sidebar menu items are: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Message Center, and More. The 'More' item is highlighted with a red arrow pointing left. The 'More' menu on the right contains the following items: Address Information, Assessments, Course Registration, Demographics, Family Information, Health, Important Dates, Lockers, Transportation, and Parking Permit. The 'Course Registration' item is highlighted with a red arrow pointing right.

The screenshot shows a 'Course Registration Enrollments' screen. At the top left, there is a '< Back' button. Below it, the title 'Course Registration Enrollments' is displayed. Underneath the title, there is a selection box containing a blank line followed by the text 'High School' and a right-pointing chevron '>'.

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 __units and a semester course equals __ units. You will be able to select Elective courses until you reach the maximum of __ units. All courses requested after the __ units will be Alternate Courses.

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

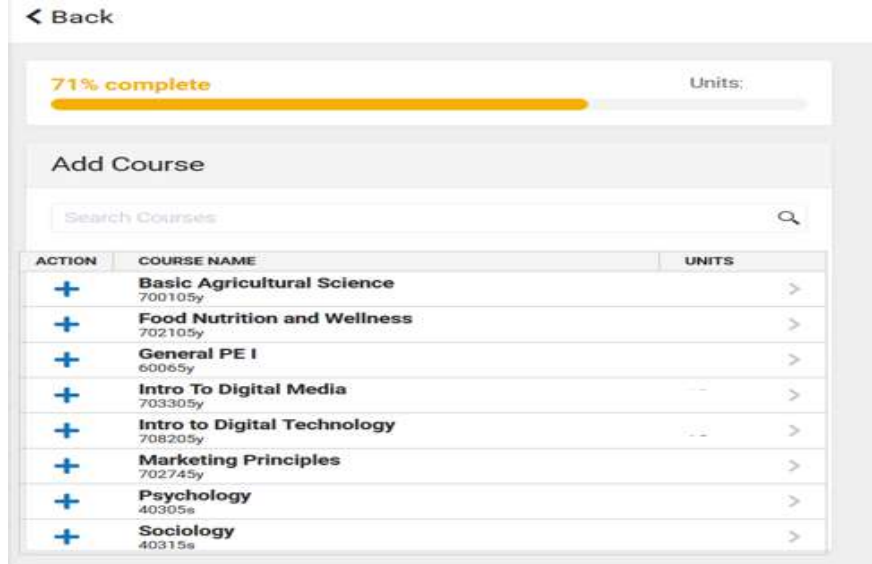
The screenshot shows a mobile application interface for course requests. At the top left is a back arrow and the text "Back". Below this is a progress indicator showing "71% complete" with a yellow bar and a "Units:" label with a grey bar. A red arrow points to the "71% complete" text, and another red arrow points to the "Units:" label. Below the progress bar is a section titled "Course Requests" containing a table with two columns: "COURSE NAME" and "UNITS". A red oval highlights a "REQUIRED" button in the header row. The table lists several courses with their names and unit counts, each with a right-pointing arrow:

COURSE NAME	UNITS
Advanced Composition 10305y	>
Calculus 20315y	>
American Government 40005s	>
Economics 40205s	>
Mastery Band IV 801765y	>
Forensic Science 30445y	>

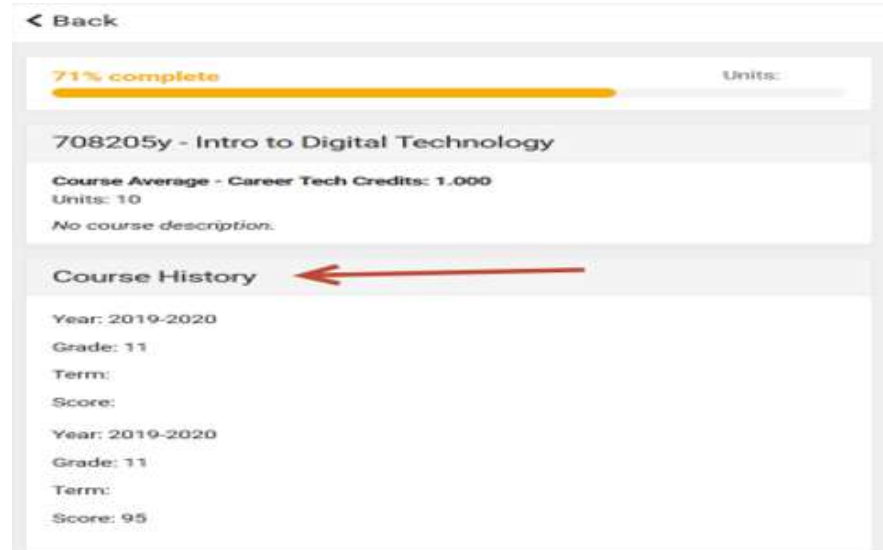
At the bottom of the screen are two buttons: "Add Course" (blue) and "Print" (white). A red arrow points to the "Add Course" button.

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

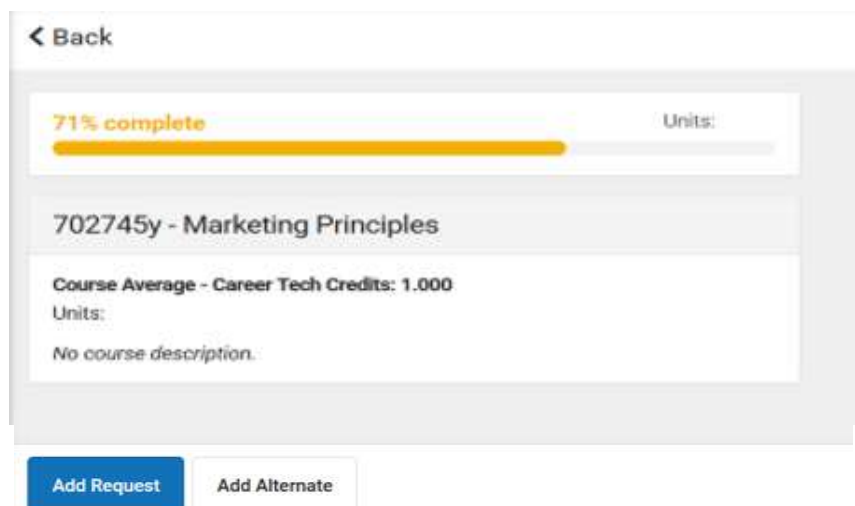
If you know the course number or course name you can type it in the search bar OR if you see it listed, select the arrow next to the course name.



A new screen will appear – IF you see Course History listed, this means the student has already taken or is currently taken 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 __/__




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 select, just select the course again and a pop-up screen will appear asking if you would like to delete the course request.

< Back

86% complete Units:

Add Course

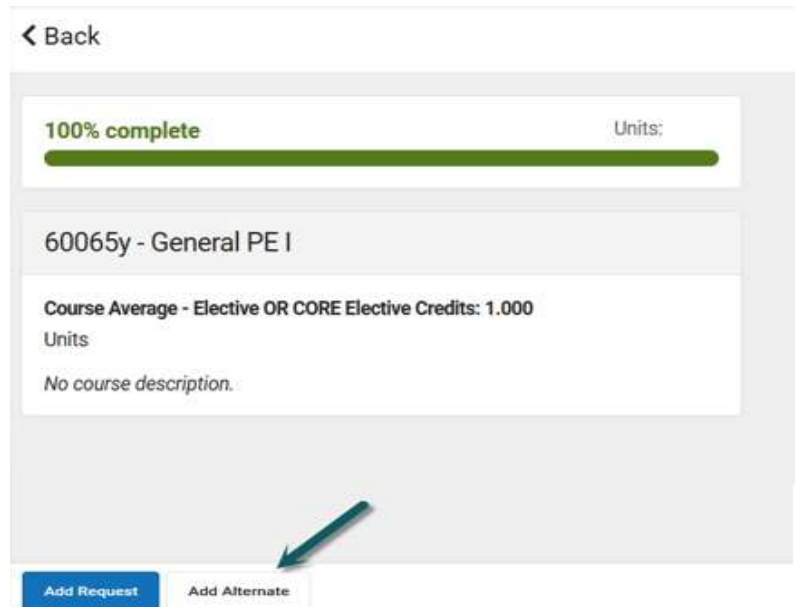
ACTION	COURSE NAME	UNITS
<input type="button" value="+"/>	Basic Agricultural Science 700105y	<input type="text"/>
<input type="button" value="+"/>	Food Nutrition and Wellness 702105y	<input type="text"/>
<input type="button" value="+"/>	General PE I 60065y	<input type="text"/>
<input type="button" value="+"/>	Intro To Digital Media 703305y	<input type="text"/>
<input checked="" type="button" value="X"/>	Intro to Digital Technology <input type="button" value="REQ"/> 	<input type="text"/>
<input type="button" value="+"/>	Marketing Principles 702745y	<input type="text"/>
<input type="button" value="+"/>	Psychology 40305s	<input type="text"/>
<input type="button" value="+"/>	Sociology 40315s	<input type="text"/>

Delete Request

Would you like to delete this course request?

Intro to Digital Technology
708205y

Once you have selected enough courses - the completion bar at the top is 100% complete – you will need to select at least 1 alternate course. You will follow the same procedure you did when select your elective request except you will choose 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.

