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.

| Today | More |  |
| :---: | :---: | :---: |
| Calendar |  |  |
|  | Address Information | > |
| Assignments |  |  |
| Grades | Assessments > |  |
| Grade Book Updates | Course Registration | $\geqslant$ |
| Attendance | Demographics | > |
| Schedule | Family Information | > |
| Fees | Health | > |
| Reports |  |  |
| Message Center | Important Dates | > |
| More | Lockers | > |
|  | Transportation | > |
|  | Parking Permit | > |

## Back

## Course Registration Enrollments

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 ( $x \mathrm{x} / \mathrm{xx}$ ). Each course is comprised of units. Normally, a yearlong course equals $\qquad$ units and a semester course equals
$\qquad$ units. You will be able to select Elective courses until you reach the maximum of $\qquad$ units. All courses requested after the
$\qquad$ 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 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 $\qquad$
< Back

< Back

< Back

71\% complete
Units:

702745y - Marketing Principles

Course Average - Career Tech Credits: 1.000
Units:
No course description.

## Add Request

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.


## Delete Request

 $\times$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.
< Back

100\% complete

60065y - General PE I

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

## Add Request

Add Alternate
$<$ Back
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.


