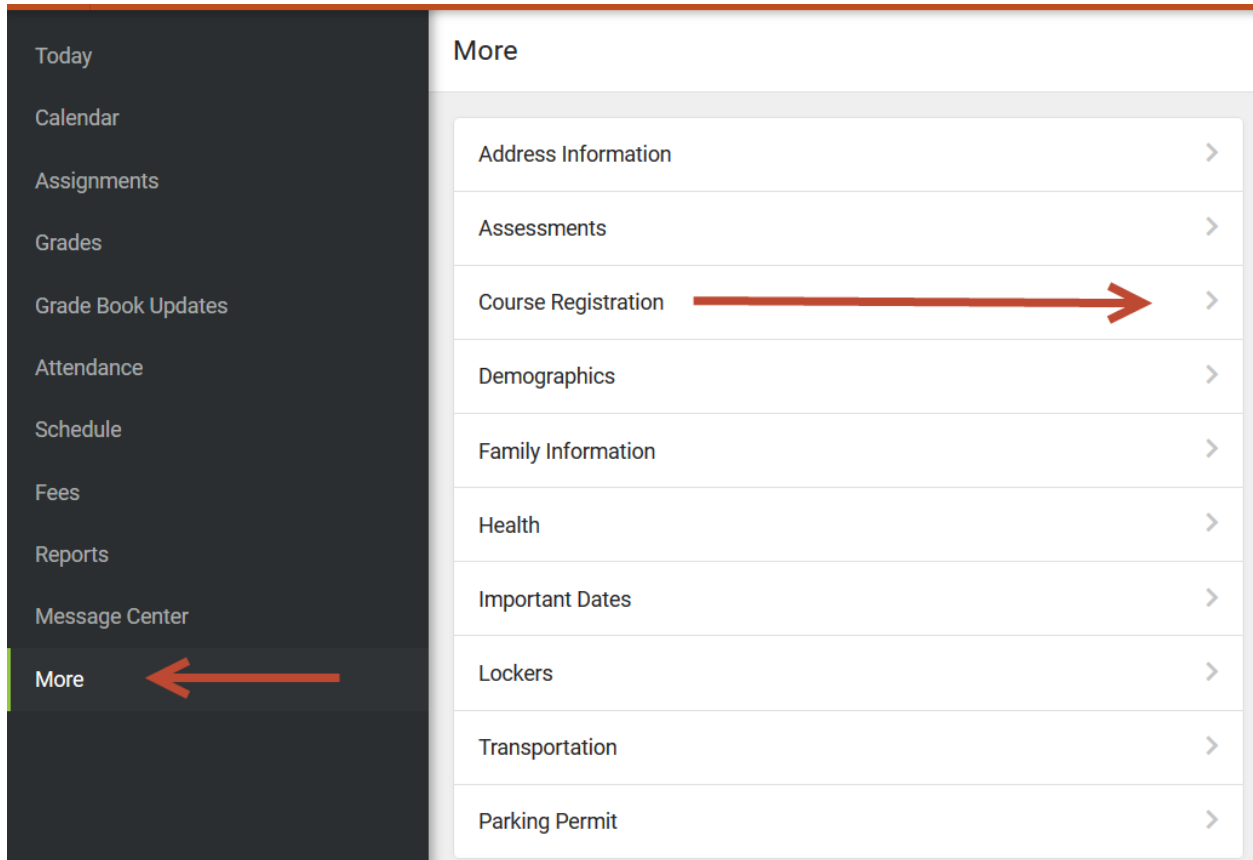


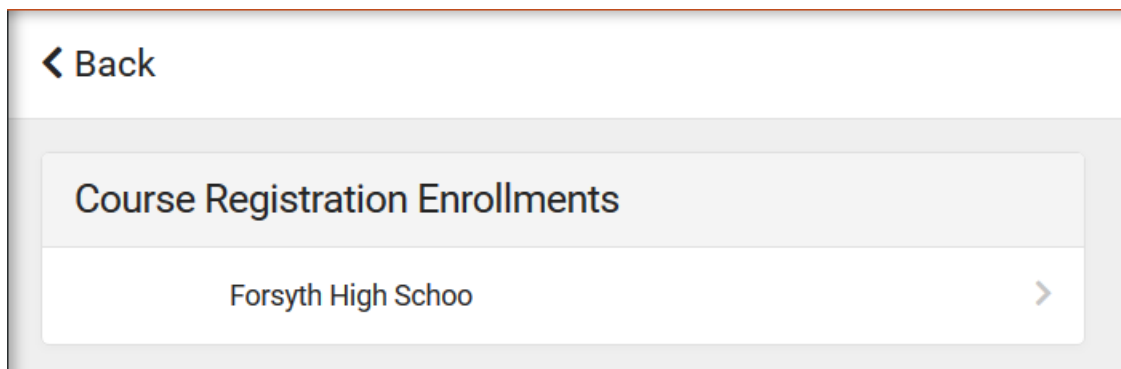
## Portal Registration Directions

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 70 units. All courses requested after the 70 units will be Alternate Courses.

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

The screenshot shows a user interface for course selection. At the top left is a back arrow and the text "Back". Below this is a progress bar showing "71% complete" in orange text, with a yellow bar extending 71% of the way. To the right of the bar is the text "Units: 50/70". Below the progress bar is a section titled "Course Requests". Under this title is a table with two columns: "COURSE NAME" and "UNITS". A dropdown menu is open under "COURSE NAME", showing a "REQUIRED" button circled in red. The table lists the following courses:

COURSE NAME	UNITS
<b>Advanced Composition</b> 10305y	10
<b>Calculus</b> 20315y	10
<b>American Government</b> 40005s	5
<b>Economics</b> 40205s	5
<b>Mastery Band IV</b> 801765y	10
<b>Forensic Science</b> 30445y	10

At the bottom of the screen are two buttons: a blue "Add Course" button and a white "Print" button. A red arrow points from the "Add Course" button up towards the center of the screen.

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.

71% complete Units: 50/70

Add Course

Search Courses

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

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.

71% complete Units: 50/70

708205y - Intro to Digital Technology

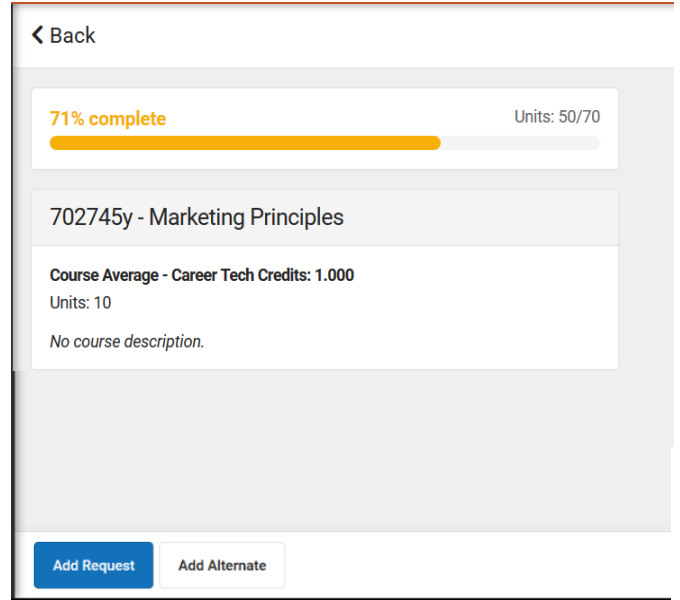
Course Average - Career Tech Credits: 1.000  
Units: 10  
No course description.

Course History ←

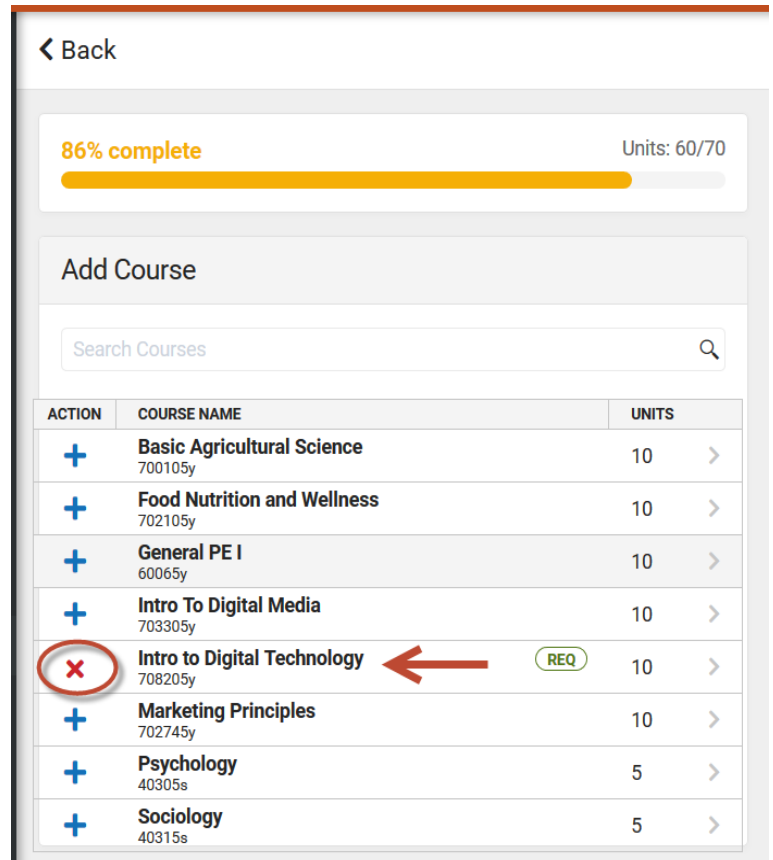
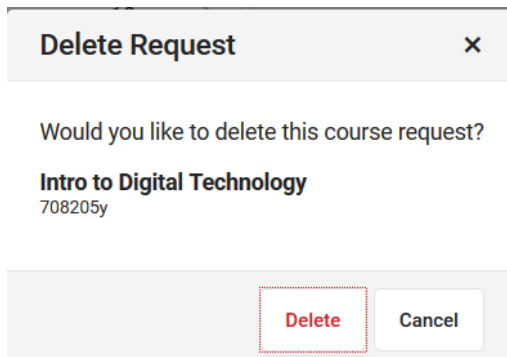
Year: 2019-2020  
Grade: 11  
Term:  
Score:

Year: 2019-2020  
Grade: 11  
Term:  
Score: 95

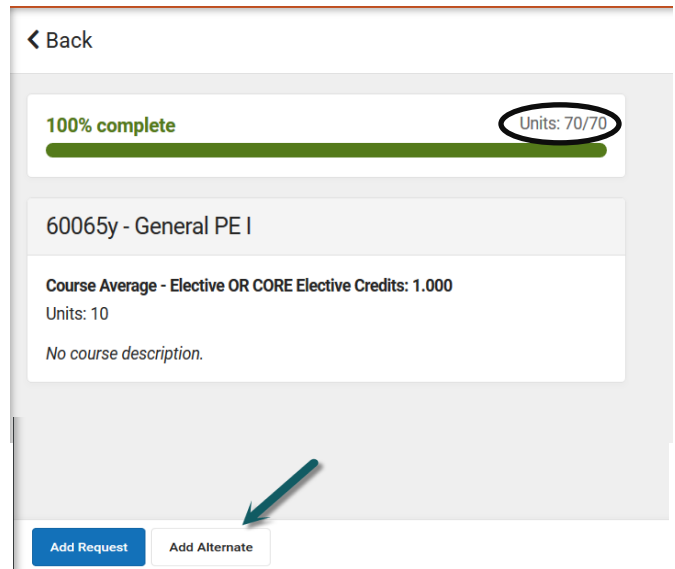
If you do not see Course History listed, then you can select either **Add Request** or **Add Alternate** at the bottom. You will only select Alternate when the units shown at the top reach **70/70**.



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.



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.



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.

