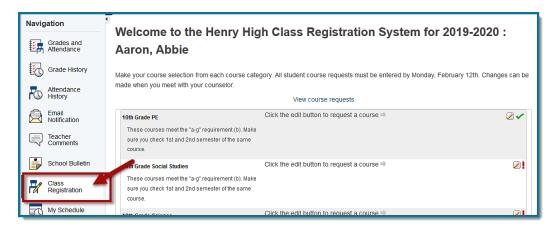


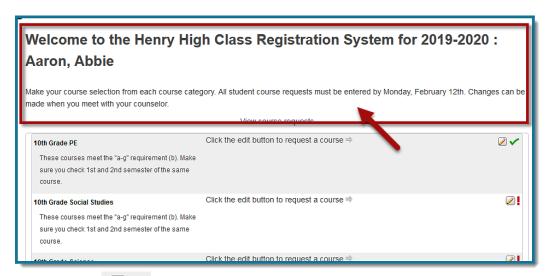
Accessing the Student Registration Screen – for Students

Once the grade level **Student Registration Screens** have been enabled, students and parents can begin to select their courses in the Parent/Student Portal.

 Students begin by logging into the Student Portal and selecting Class Registration from the Navigation menu on the left.



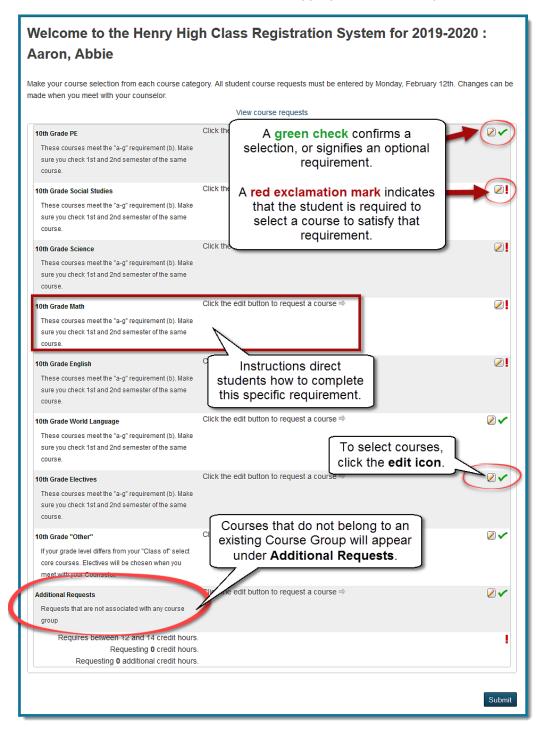
• The **Student Registration Screen** will display a welcome message to students, with special instructions tailored to their grade level.



- A green check indicates the requirement has been satisfied, or that it is an optional requirement and can be bypassed.
- A red exclamation mark indicates the student is required to make a selection to satisfy the requirement.

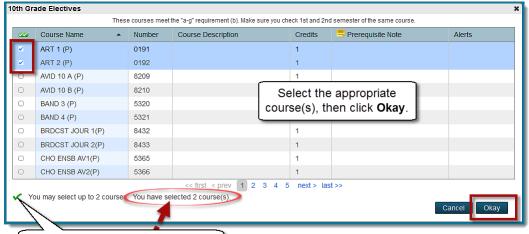


- Instructions direct students how to complete the Course Requirement.
- Course requests that have been manually added and do not belong to an existing Course Group will appear under **Additional Requests**. These course requests cannot be edited on this screen.
- To select courses, click the edit icon for the appropriate Course Requirement.





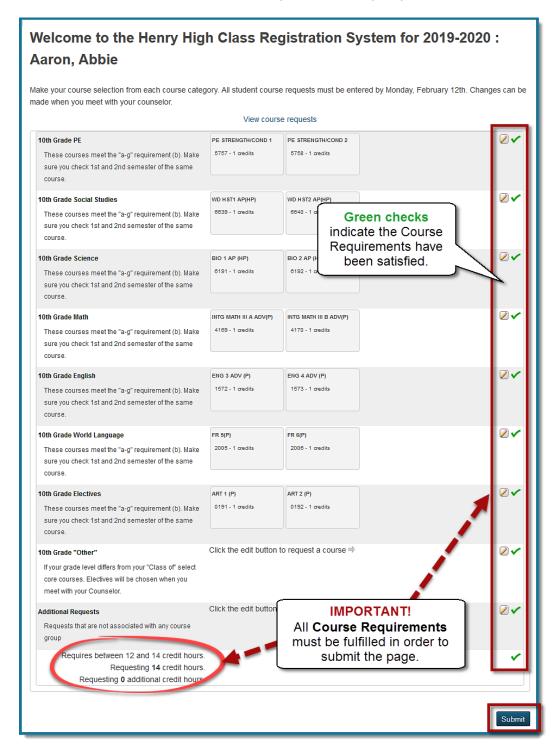
• On the Course Selection Screen, select the appropriate course(s) and click Okay.



The green arrow and confirmation indicate the course requirement has been satisfied.



• Once the student has satisfied all course requirements, they may **Submit** the Screen.





• If you have opted to enable the course request list for parents and students, the selected course requests will be listed.

If you have opted to leave the course request list disabled, then the student will receive a notification that *Course Requests are unavailable*.

IMPORTANT! As long as the **Student Registration Screen** is enabled, students may go back and edit their selections.

• To edit course selections, click the **Class Registration** link to open the **Student Registration Screen**.