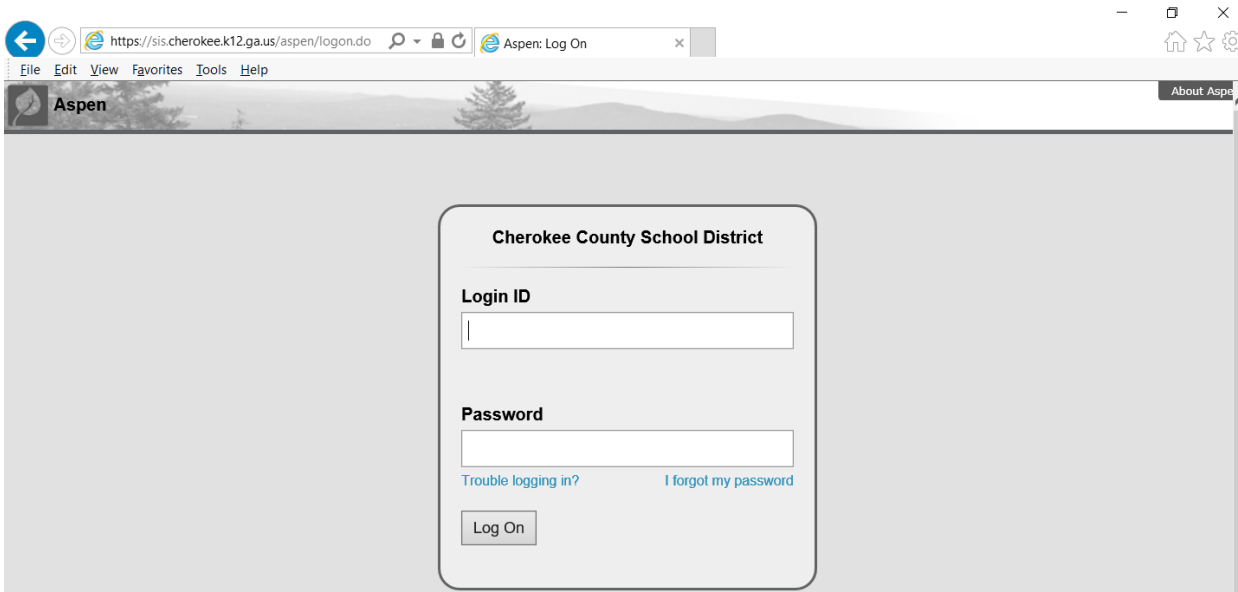


Elective Registration Student Portal Directions

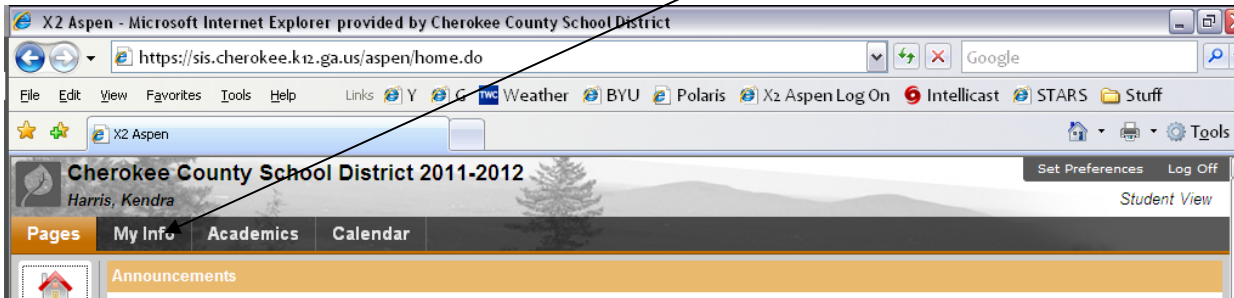
Students will select their electives through the Student Portal, and this can be done at any computer. We encourage students and parents to log on, at home, and choose electives together.

Log on to your Student Portal

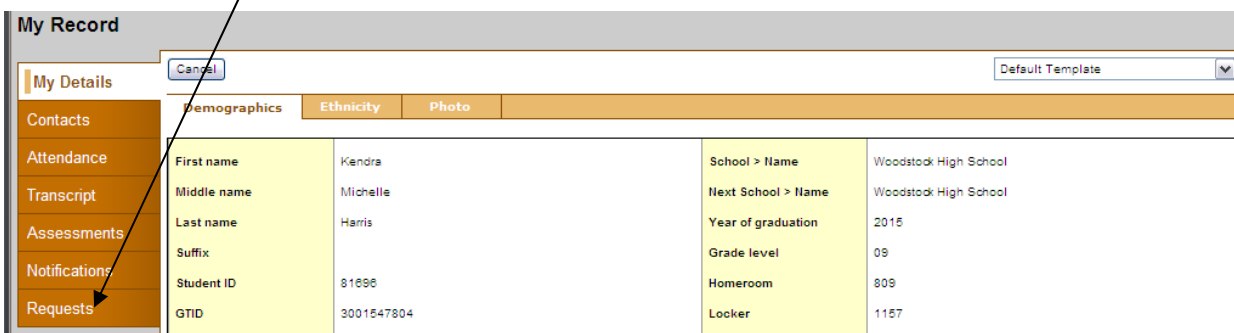


Students will log in with their school user name and their own password that they have already chosen. As a reminder, the log in is the students' first two initials and a five digit number.

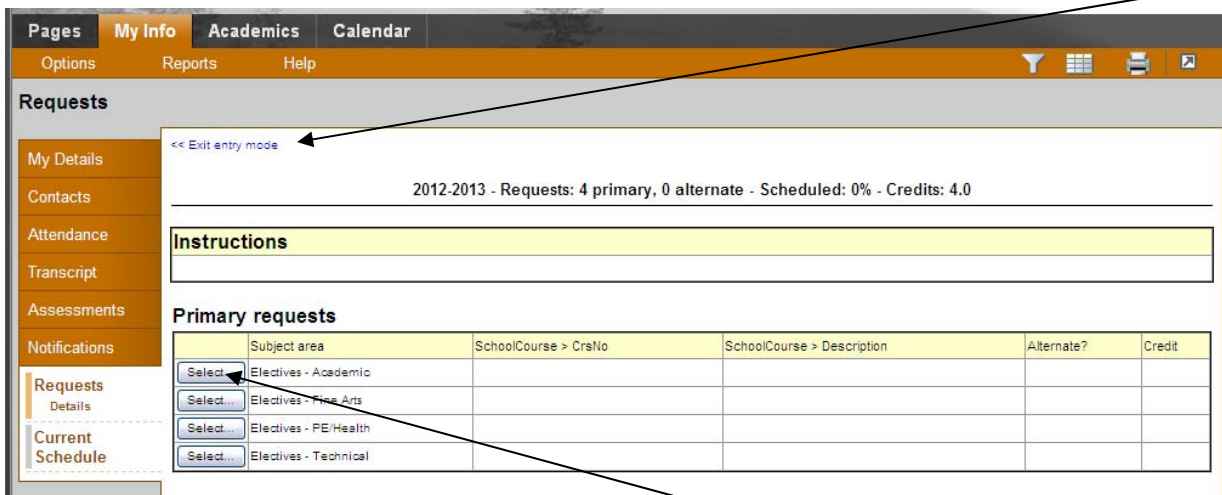
After logging in you will see this screen. Please click on "My Info."



Next, click on "Requests."

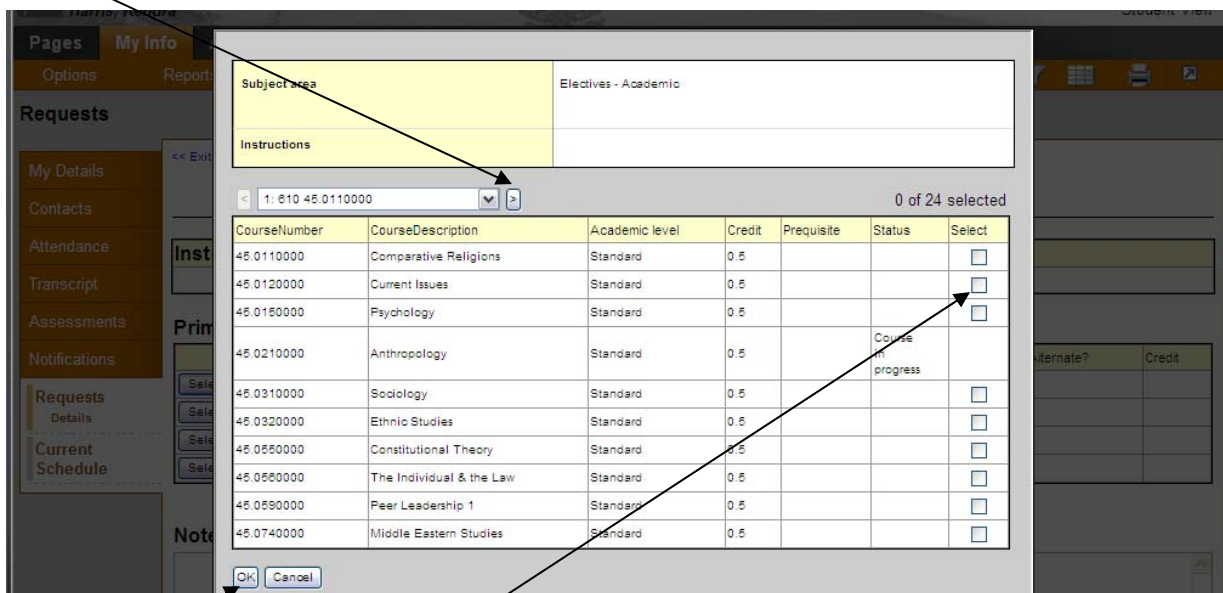


You will now be on the correct screen to choose your electives. If you don't see this screen, click, here:



To enter your electives, you need to be in entry mode. When you click "exit entry mode" you will be able to see your entire list of courses, including your core. The four elective areas are above. Click select on any and a new list will appear.

THIS IS VERY IMPORTANT! The list that appears cannot show all courses. To see the next page of electives, click on the arrow, here. When the little arrow is black, you have more screens ahead. When it greys out, you have reached the end of that list.



Finally, click on the box marked "select" for the elective(s) you want (you can click multiple boxes) and when finished hit "ok." You may hit "cancel" if you don't want that screen to save. If you wish to go back, later, and make a change, simply click on select, uncheck the box of the course you want to delete, and hit OK. When all is done, you will see a count of your courses. The final count should say 6.0 (unless you are waiting on AP approval or another course).

