

CASTLE VIEW HIGH SCHOOL

INSTRUCTIONS FOR ONLINE REGISTRATION

ONLINE REGISTRATION IS ONLY OPEN February 3rd - 6th. FORMS MUST BE TURNED IN TO YOUR ADVISEMENT TEACHER ON THE 6th (or 7th if we have a snow day)

Student Directions:

1. Login to Parent Portal and register online starting February 3rd.
2. Return your Registration Form to your Advisement Teacher after you have completed online registration.
3. You have until February 6th (or 7th if we have a snow day) to register.

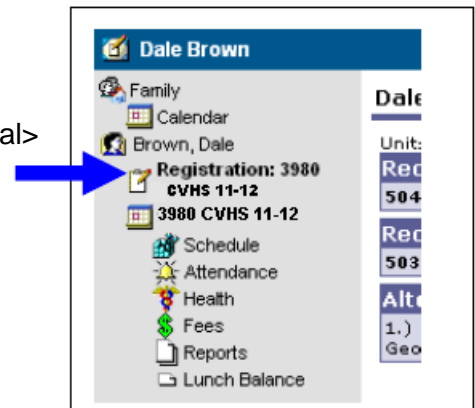
-If you are not able to register at home, you may register in the library labs with counselor support during advisement 9:10-9:40am on 2/3, and 2/6.

-Pay close attention to entering course numbers correctly. **Do not forget to enter the S1 and S2** for semester long courses (for example: Integrated Math, Yearbook, Humanities, Spanish, etc.). **XX** is also important to include.

INFINITE CAMPUS INSTRUCTIONS FOR ONLINE REGISTRATION:

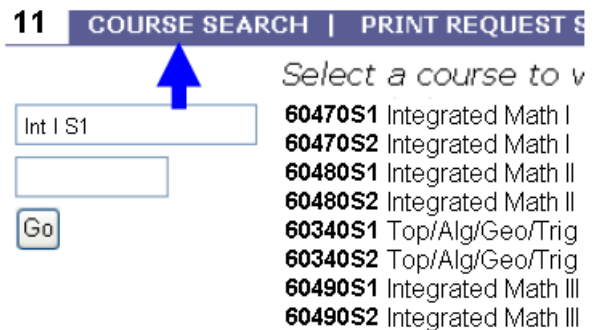
To Register

1. Log onto the Student Portal
User name = <student last name><first initial><middle initial>
Password = Dcsd<student ID>
 Sally R Smith, with a student ID of 123456
 would have the userID/password of: smithsr/Dcsd123456



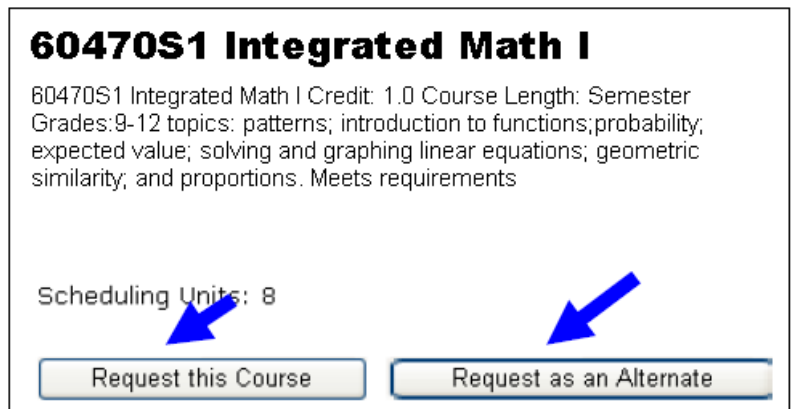
2. Click on **Registration: CVHS 11-12**
3. Click on **Course Search**

4. Search for a course by course number (full number) or by course name (you may enter part of the name if you are unsure of the full name).

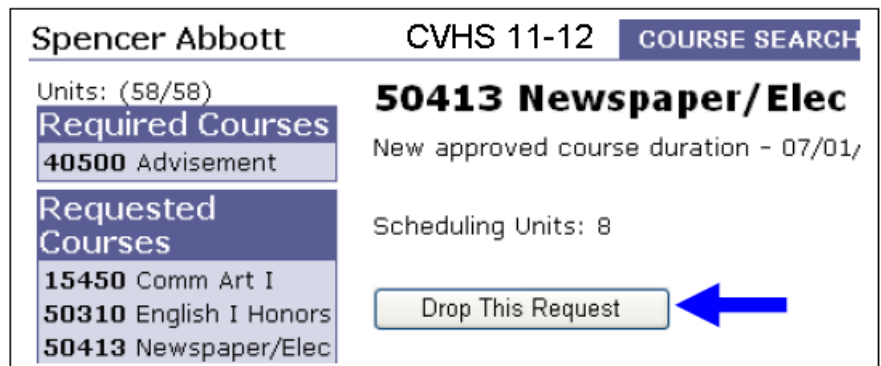


5. When you find the course you want, select it and click **Request this Course**. To request a course as an Alternate click **Request as Alternate**.

- 5a. When adding a semester long or 1.0 credit class, make sure to enter S1 and S2 to request the entire class.



6. To remove a course request, click on the course name under **Requested Courses**. Then click **Drop This Request**.



7. Print your Request Summary

