

FWHS COURSE REQUEST INFORMATION 2015--2016

DIRECTIONS FOR ENTERING COURSE REQUESTS INTO THE INFINITE CAMPUS SYSTEM

Logging into the Portal

1. Log in can only occur on a nonportable device—the course selection option is **NOT** available on your phone application. You may use any home, school or library PC to access.
2. From the portal login screen, log-in using your **Username** and **Password**
3. This will bring you to the main portal page where district and school notices will be listed.
4. Click the **Course Registration** option from the navigation pane on the left of the screen.

Requesting Courses

1. Click the **Course Search** link. A search screen will appear. Courses can be searched by the course name or by the course number. Enter either the **Course Name** (i.e. Culinary Arts 10,) or **Course Number** (i.e., 68100). You do **NOT** need to elect PE, Health, Study Hall or Lunch—these will automatically be added to every student's schedule.
2. Click the **Go** button. Matching course names will appear to the right.
3. Click on the desired course.
4. To request this course as part of the schedule for next year, click the **Request as Elective** button.
5. Courses can also be requested as **Alternates**. This course would be placed on the schedule if other electives were full.
6. When finished requesting courses, click the **Print Final Course Request Form** option to print a report of the courses that you requested.
7. Log Off

Once you have entered all of your requests—as they appear on your Course Selection Worksheet and print the Final Course Request Form sign it, have your parent sign it and return it to your counselor by March 2, 2015

We are here to help. If you experience any difficulties, please see your school counselor.