

## **Infinite Campus Online 2021-2022 Course Request**

Welcome to the start of the 2021-2022 school year. As we prepare for the upcoming year it is important that you play an active role in the courses you would like to take. In an effort to ensure this takes place you must complete the online request for the upcoming year. Failure to do so will result in selections being made on your behalf. If you have any questions please contact Mr. Lewis or Mrs. O'Keefe.

Your Infinite Campus login is as follows:

Username: School ID Number: This can be found on your report card

Password: initials and 6 digit birthdate (ie ls020274)

1. Go to the district webpage and click on the Infinite Campus tab
2. Log into IC
3. The bottom left column there is a button "MORE" click on it
4. Another page will open and it will say "COURSE REGISTRATION" click on COURSE REGISTRATION
5. You will then be on the COURSE REGISTRATION ENROLLMENT It should say 2021-2022 Lewis County High School. You MUST have this in order to register for next school year.
6. Once you click on that you will see a screen that has a % this is complete at the top of the screen. Every student has preloaded classes that cannot be changed ( if the English or math class listed is not correct be see your counselor)
7. To add other courses click the blue "add course button" on the screen
8. Then you can search for specific classes. You should use the course codes included to make sure you enter the correct course
9. You will see the course available To choose the class, click on the + sign beside the course
10. Then a box will pop up "add course confirmation "You will click REQUEST or ALTERNATE.
11. Click the "Back" button on the top of the screen just above the % complete
12. This will take you back to the main registration page. Click add course again and continue until your schedule has 7 classes and 4 alternates. (YOU WILL NOT REACH 100% COMPLETE!!!)
13. You should select 4 alternate classes in case the classes you have requested are full. Be sure to mark those as "ALTERNATE"
14. If you would like to delete a course click the button next to the course then on the bottom of the screen click delete course
15. If you have any questions please contact Mr. Lewis or Mrs. O'Keefe and we will be glad to assist.