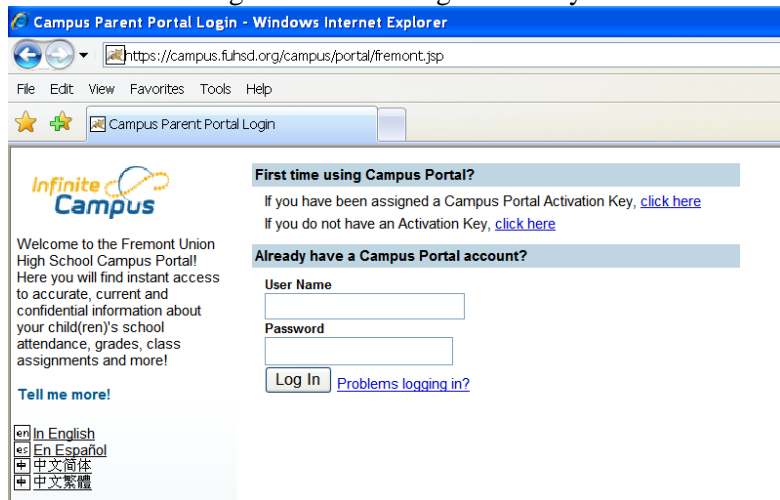


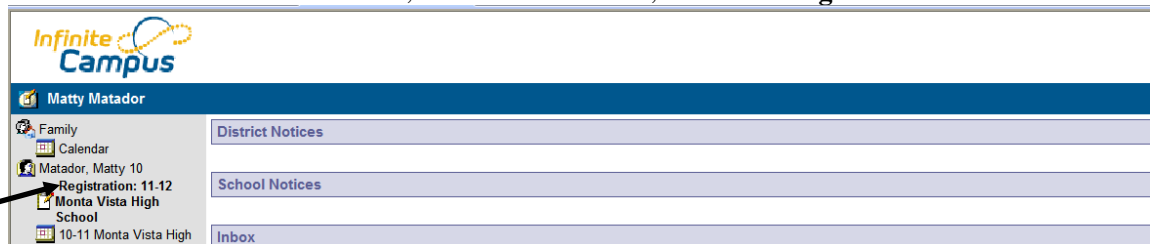
2018-2019 MVHS On-line Course Registration

The on-line course registration window will be open from Friday, February 9 at 7 a.m. - Thursday, March 1 at 9:00 p.m.

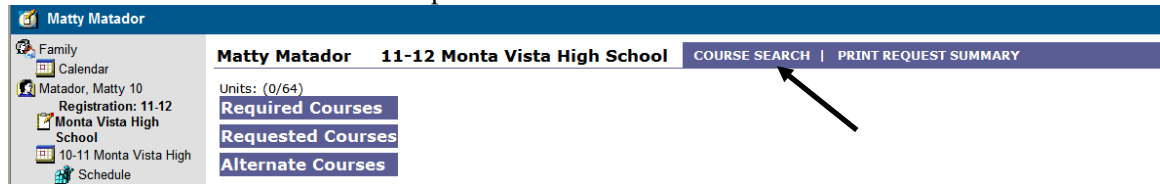
1. Infinite Campus Portal can be found on the MVHS website (<http://www.mvhs.fuhsd.org>). Click the **Login** button. For students, from the Portal login screen, **your Username and your Password are the same as your computer login on campus in the Library and for School Loop. Visit our Library for Username and Password assistance.** Click the **Login** button. This will bring you to the main Portal page where district and school notices will be listed. For parents, continue to use your **Username** and **Password** that you created in the past using your Personal Activation Key. It is important to understand throughout the online course registration process that while both students and parents have separate **Usernames** and **Passwords**, both access the same account. Any activity in the account in regards to course registration by the student or the parent will be seen by both users.



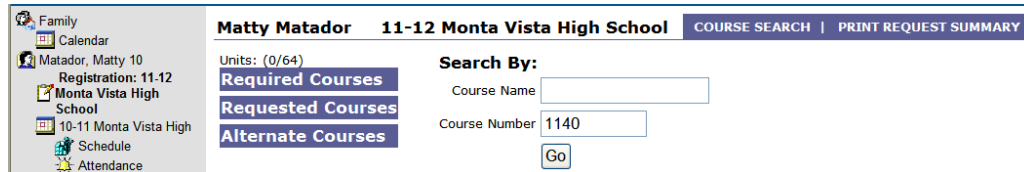
2. On the left hand side of the screen, under student name, click on **“Registration: 18-19”**.



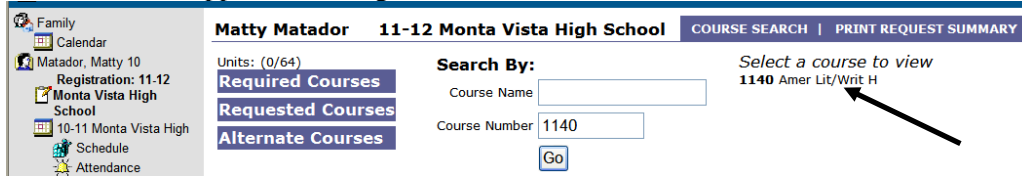
3. Click on **“Course Search”** at the top of the box.



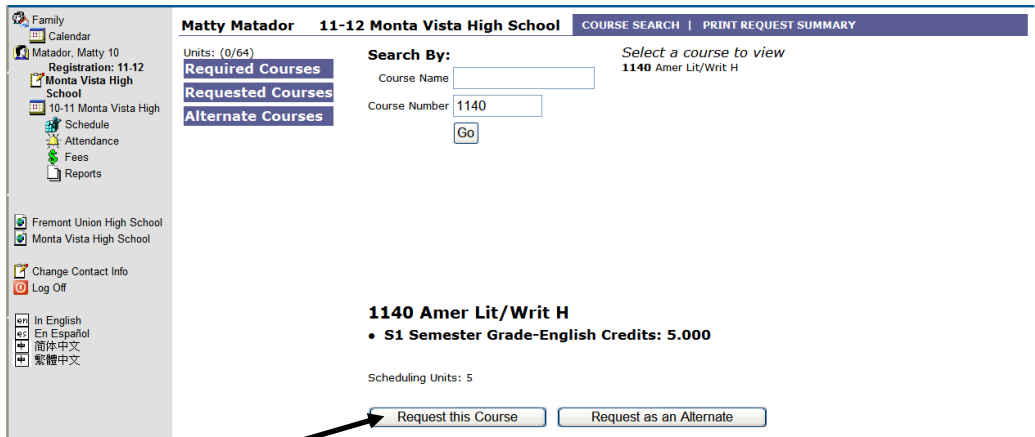
4. “Search By” will appear, enter a course by name or number (reference Course Offerings sheet), click **“Go”**.



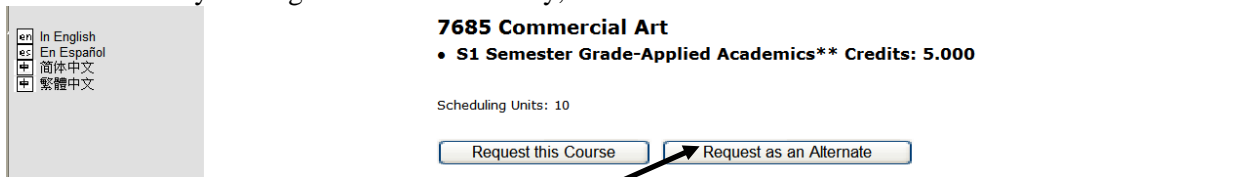
5. The course will appear on the right, if this is the correct course, **click on it.**



6. The course will then appear on the bottom of the screen followed by 2 boxes “Request this Course” and “Request as an Alternate”.

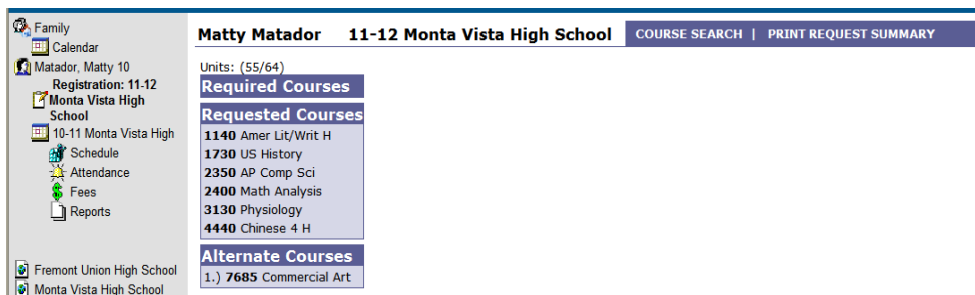


7. For your Top 6 requests click “**Request this Course**”. Selections must match your Course Request Form including teacher recommendations. Course Advancement Forms are to be stapled to your Course Request Form and turned in to your English teacher on Friday, March 3.



8. If you would like to request a 7th Choice click “**Request as an Alternate**”. Please remember that 7th Choice requests are only added if space is available.

9. Upon selection, each course should appear in the list on the left of the screen under the appropriate category: Requested Courses (you can have up to 6 listed) OR Alternate Courses (you can only have 1 listed, this is your 7th choice if you wish to request one). After each course selection you will need to click on “Course Search” and resume the process described above until all selections are made.



10. Your selections will automatically save as you go through the steps listed above. If at any time during the scheduling window, **2/9-3/1/2018**, you decide to make a change, click on the course in your list that you want to change, “Drop This Request” will appear, click on “Drop This Request”. The course will be removed from your list. You may leave your list as is or return to the “Course Search” and make a new selection. **Please remember that if you do make changes, those changes must also be reflected on your Course Request Form, we double check what you entire off of your Course Request Form..**

The screenshot shows a web application interface for a school's course request system. The user is logged in as 'Matty Matador' for '11-12 Monta Vista High School'. The interface is divided into several sections: a left sidebar with navigation options like 'Family', 'Calendar', 'Registration: 11-12', 'Monta Vista High School', '10-11 Monta Vista High', 'Schedule', 'Attendance', 'Fees', and 'Reports'; a main content area showing 'Units: (55/64)', 'Required Courses', and 'Requested Courses' including '1140 Amer Lit/Writ H', '1730 US History', '2350 AP Comp Sci', '2400 Math Analysis', '3130 Physiology', and '4440 Chinese 4 H'; and 'Alternate Courses' with '1.) 7685 Commercial Art'. A 'Drop This Request' button is visible next to the '2400 Math Analysis' course. The top navigation bar includes 'COURSE SEARCH' and 'PRINT REQUEST SUMMARY'.

Changes are not accepted via email or over the phone. A course request verification letter listing your course requests will be mailed home in April.

11. When you are finished requesting courses, click the **Print Request Summary** option to print a report of the courses that you requested. This option to print is for your own records. To prevent other users from accessing the portal and changing requested courses, instead of just closing the browser, **click on the “Log Off”** option in the upper right hand corner. This will end the session and bring you back to the portal login Screen.