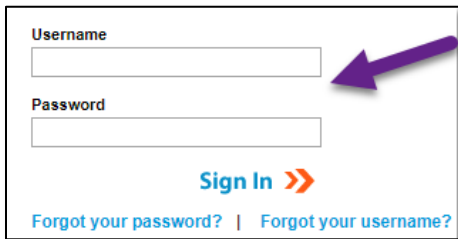




Online Course Registration Instructions

Step 1: Getting Started

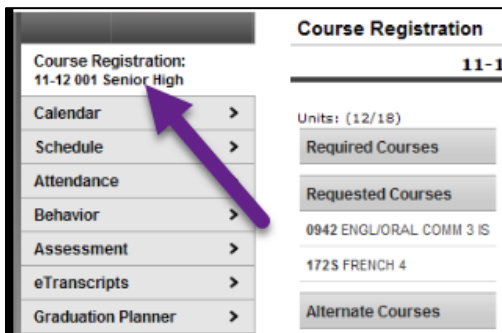
- Log onto the Student Portal available at www.district196.org/evhs.
Username = Student ID number
Password = School network password
- Click **Sign In**



Username
 Password
 Sign In >>
 Forgot your password? | Forgot your username?

Step 2: Course Registration Tab

- Click on the **Course Registration** tab



Course Registration 11-1

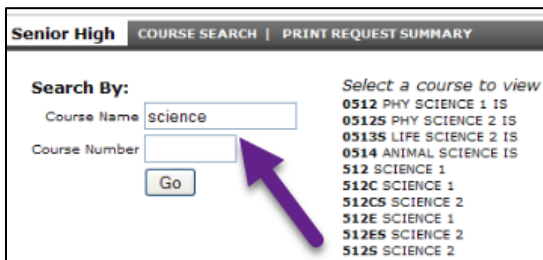
Course Registration:
11-12 001 Senior High

Calendar >
 Schedule >
 Attendance >
 Behavior >
 Assessment >
 eTranscripts >
 Graduation Planner >

Units: (12/18)
 Required Courses
 Requested Courses
 0942 ENGL/ORAL COMM 3 IS
 1725 FRENCH 4
 Alternate Courses

Step 3: Searching for Courses

- Click on **Course Search**
- Search for a course by course number (full number) or by course name (you may enter part of a name if unsure of the full name).
- Click **Go**



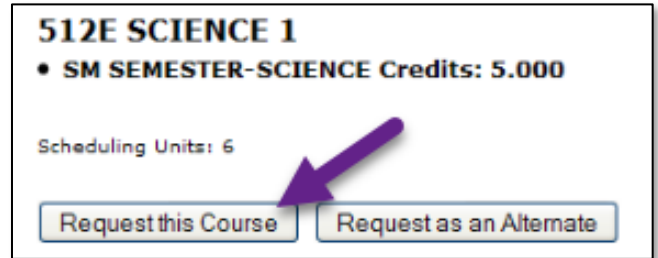
Senior High COURSE SEARCH | PRINT REQUEST SUMMARY

Search By:
 Course Name: science
 Course Number:
 Go

Select a course to view
 0512 PHY SCIENCE 1 IS
 0512S PHY SCIENCE 2 IS
 0513S LIFE SCIENCE 2 IS
 0514 ANIMAL SCIENCE 1S
 512 SCIENCE 1
 512C SCIENCE 1
 512CS SCIENCE 2
 512E SCIENCE 1
 512ES SCIENCE 2
 512S SCIENCE 2

Step 4: Selecting Your Courses

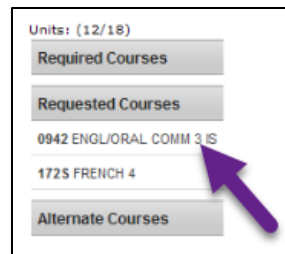
- When you find the course you want, select it and click **Request this Course**
- The course will be added to the Requested Course list



512E SCIENCE 1
 • SM SEMESTER-SCIENCE Credits: 5.000
 Scheduling Units: 6
 Request this Course Request as an Alternate

Step 5: Dropping a Course

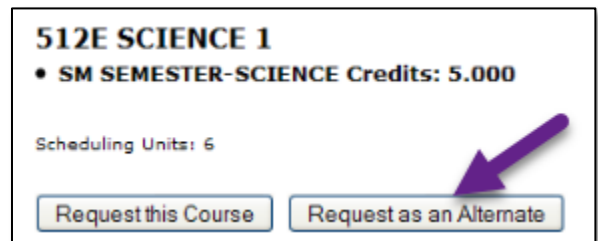
- To remove a course request, click on the course name under **Requested Courses** then click **Drop This Request**



Units: (12/18)
 Required Courses
 Requested Courses
 0942 ENGL/ORAL COMM 3 IS
 1725 FRENCH 4
 Alternate Courses

Step 6: Selecting Alternative Courses

- You may select alternate elective courses to guide your counselor in substituting classes in which you have an interest in case an elective course becomes unavailable. You may do this with the **Request as an Alternate** button



512E SCIENCE 1
 • SM SEMESTER-SCIENCE Credits: 5.000
 Scheduling Units: 6
 Request this Course Request as an Alternate

