



Revised CMS Online Registration Instructions

1. Complete the attached registration form.
2. Go to the Central Middle School website - www.edenpr.org/cms and log in to the Student Portal. Registration is **student based** so you must log in with student credentials.
 - a. Username: Student ID (12345678)
 - b. Password: Pin+learn (12345learn)
3. Click on **More** in the left panel then select **Course Registration**.
4. Click on **20-21 Central Middle School** tab for course selections. You will see a list of pre-registered Required Courses.
5. Request the remaining courses you've selected on your paper registration form. Click on the **Add Course** button to search for a course by name.
6. **ADDING COURSES:** Choose the desired class and click **the blue + symbol** and select **Request** to add it to your registration.
7. **REMOVING COURSES:** To remove a course selection, click on **the red X symbol** and select **Delete** to remove it from registration.
8. **MUSIC CHOICES:** When choosing Band or Orchestra for 7th grade, please search for the instrument you play as the "course", not by Band or Orchestra.
9. After choosing your classes, make sure you have an English, math, social studies, science, one music and one language and your registration states 100% complete. Click **Print** located at the bottom of the screen. Print a copy of this for future reference.

Please note: you will not be able to register for Honors Algebra or Advanced classes online. Staff at CMS will place eligible students in these classes. For registration purposes, register for the Enriched course in the same subject.

Online registration closes the evening of February 17th. CMS staff will register students after this date. Please contact Nanette Canonico at (952) 975-7324 if you have any questions.

**PAPER REGISTRATION FORMS MUST BE TURNED INTO HOMEROOM TEACHERS/ADVISORS
BY FEBRUARY 18TH.**