



# Online Course Registration Instructions

## Step 1: Getting Started

- Log onto Campus Student available at <https://www.district196.org/community/families>.

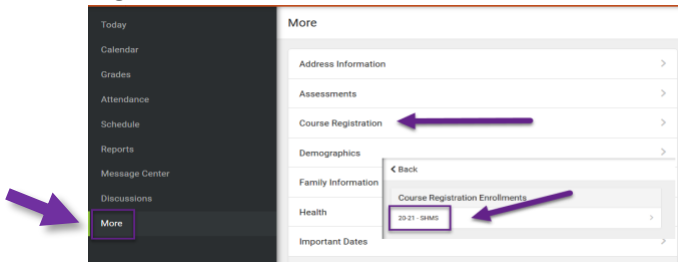
**Username** = Student ID number

**Password** = School network password

- Click **Log In**.

## Step 2: Course Registration Tab

- If using an iPad, first select the Menu Icon.
- Then select **More** from the Index and then select **Course Registration**. Choose the next school year to register.



## Step 3: Selecting Your Courses

- Click on **Add Course** to begin.

- The list of courses available to select will appear or you can search for a specific course.

| ACTION | COURSE NAME                         | UNITS |
|--------|-------------------------------------|-------|
| +      | Applied Arts Combination 1<br>70AA1 | 3     |
| +      | Applied Arts Combination 1<br>80AA1 | 1     |
| +      | Applied Arts Combination 2<br>70AA2 | 3     |
| +      | Applied Arts Combination 2<br>80AA2 | 1     |

- When you find the course you want, click the blue plus (+) sign next to the course.

- Then choose to add the course as a **Request**.

- Repeat these steps as needed.

## Step 4: Dropping a Course

- To remove a course request, click on the red X next to the course request and confirm the drop by choosing **Delete**.

## Step 5: Completed Course Requests

- Click the **Back** button at the top to see a list of all Course Requests.
- To add/change a course click on the **Add Course** button.
- Click **Print** for a PDF report and attach to the Registration Worksheet.

| COURSE NAME             | UNITS |
|-------------------------|-------|
| REQUIRED                |       |
| Eng/Lang Arts<br>70LAN1 | 6     |
| Pre-Algebra<br>70MTH1   | 6     |
| REQUESTS                |       |
| Band<br>70MUS1          | 3     |
| Spanish A<br>70FOR7     | 3     |

