

# WHS Online Course Registration Instructions

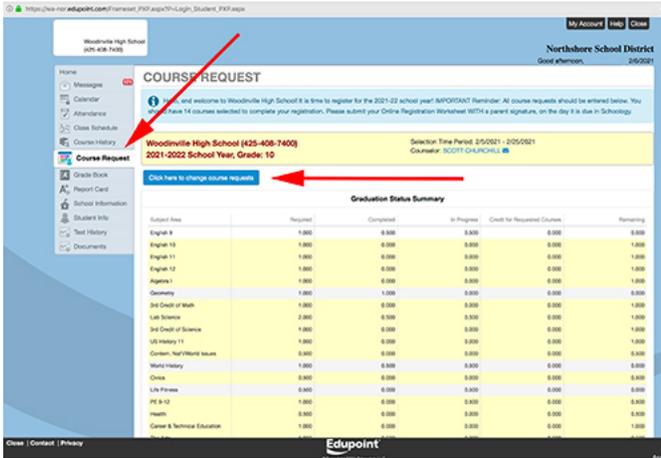


**To get Started:** Students must log in to their **StudentVUE** account at:

[https://wa-nor-psv.edupoint.com/PXP2\\_Login\\_Student.aspx?regenerateSessionId=True](https://wa-nor-psv.edupoint.com/PXP2_Login_Student.aspx?regenerateSessionId=True)

- Enter your:
  - A. User Name = Student #
  - B. Password

➤ **Step 1:** Click on **“Course Request”** located on the left-hand side of the screen



➤ **Step 2:** **To Add a Course**, click on the **“Click here to change course requests”** blue icon



➤ **Step 3:** Search by the **Course ID** (NOT Course Title)

- Students will refer to their **ONLINE REGISTRATION WORKSHEET** to find the **Course ID**. Enter the Course ID for the class you wish to add. *i.e. MGE100A & MGE100B.*
- *Students do not need to use caps, but they DO need to include A and/or B for each semester if the code has one.*
- This process requires students to search & select each course individually if it is a yearlong class.

A. Start by entering the corresponding ID in the Course ID box (i.e. Course ID MGE100 will give you both the A and B option for GEOMETRY)

Search Courses							
Action	Ln	Course ID	Course Title	Elective	Credit	Comment	
		<input type="text" value="Q MGE100"/>	Q	(All)			
➤ <input type="button" value="Add Request"/>							
	1	MGE100A	GEOMETRY	No	0.500		
➤ <input type="button" value="Add Request"/>							
	2	MGE100B	GEOMETRY	No	0.500		

B. After typing in the Course ID, you can press the return/enter key on your keyboard to search.

C. **Select all 14 course requests by choosing (Add Request)**

- You will be able to remove a course, if necessary. You must remove both the A/B entries for yearlong classes.



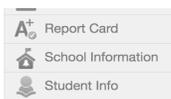
**Step 4: Once all 14 requests are added, then select your Alternates by choosing (Add Alternate)**



- **Click on the** [Click here to return to course request summary](#) **to double check you have selected all 14 requests along with Alternates.**

**Step 5: When you are done (double check your requests)**

- **You can close the window and it will save your work.**
- **A Registration EXAMPLE is below:**



[Click here to return to course request summary](#)

Selected Course Requests							
Action	Ln	Course ID	Course Title	Elective	Credit	Comment	
Remove	1	APH100	PHOTOGRAPHY	Yes	0.500		
Remove	2	DRA135	INTRODUCTION TO THEATRE	Yes	0.500		
Remove	3	ENG255A	PRE AP ENGLISH 10		0.500		
Remove	4	ENG255B	PRE AP ENGLISH 10		0.500		
Remove	5	HEA410	HEALTH	Yes	0.500		
Remove	6	MGE100A	GEOMETRY		0.500		
Remove	7	MGE100B	GEOMETRY		0.500		
Remove	8	PLF235	LIFE FITNESS WEIGHTS	Yes	0.500		
Remove	9	SCB315A	BIOTECHNOLOGY		0.500		
Remove	10	SCB315B	BIOTECHNOLOGY		0.500		
Remove	11	TEV135	VIDEO PRODUCTION	Yes	0.500		
Remove	12	VEC100	EMERGENCY CERT		0.500		
Remove	13	WLX200A	ASL 200		0.500		
Remove	14	WLX200B	ASL 200		0.500		
Total					7.000		

Selected Alternate Course Requests							
Action	Ln	Course ID	Course Title	Elective	Credit	Comment	
Remove	1	MUS120	DIGITAL MUSIC PRODUCTION	Yes	0.500		
Remove	2	WLF100A	FRENCH 100		0.500		
Remove	3	WLF100B	FRENCH 100		0.500		
Total					1.500		

- **VERY IMPORTANT: Parents MUST sign your Online Registration Worksheet, then upload to your Specialty I class in Schoology.**
- **Once the online registration window closes, you will not be able to make any changes or additions.**