IHS On-Line Course Registration Instructions

To get Started:

-Download the grade appropriate Course Selection Worksheet found on the IHS website
  If needed the course catalog can be found on the IHS website for course reference
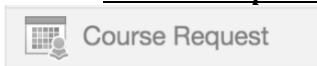-Students must log-in to their **StudentVUE account**
  (https://sis.nsd.org/Login_Student_PXP.aspx?regenerateSessionId=True)
  A. User Name= Student #
  B. Enter your Password
➢ Click on ***"Course Request"*** located on the left-hand side of the screen

Course Request

To Add a Course:

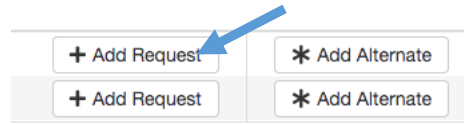**Step 1:**   Click here to change course requests

Step 2: 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.

- 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
Add Request	Add Alternate						
			🔍 MGE100	🔍	(All) ▾		
+ Add Request	✱ Add Alternate	1	MGE100A	GEOMETRY	No	0.500	
+ Add Request	✱ Add Alternate	2	MGE100B	GEOMETRY	No	0.500	

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

- **Select all "14" course *requests by choosing (Add Request)***

+ Add Request	✱ Add Alternate
+ Add Request	✱ Add Alternate

Step 3: Once all 14 requests are added, then select your Alternates by choosing (*Add Alternate*)

+ Add Request	✱ Add Alternate
+ Add Request	✱ 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 4: When you are done (double check your requests)**
- *If you are a doing WaNIC or Running Start you will have 15 requests including the marker course.*
  - **You can close the window and it will save your work.**