

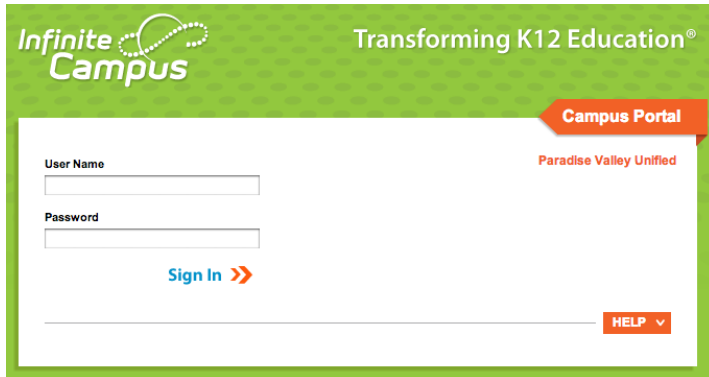
# How to Register for a PVOonline Summer School Course

**Before you Register for a Summer School Course you Must Speak with your Counselor First**

## **Step 1 - Students Log into Infinite Campus**

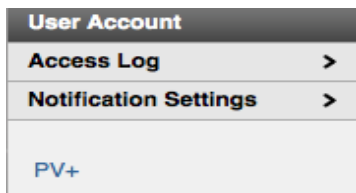
Using your student username and password, log into the Infinite Campus Portal.

Requests for PVOonline Summer School can be made ONLY through a student account. Parents will need to log in as their student with his/her username and password.

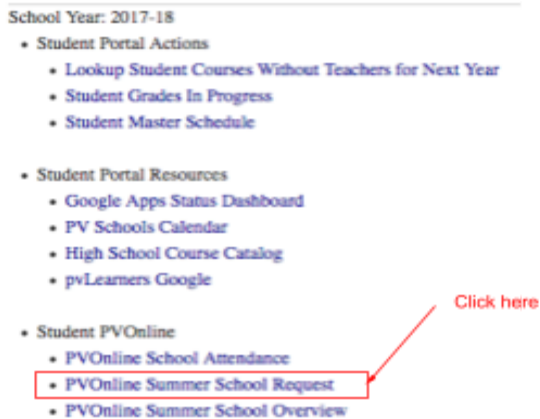


## **Step 2 - PVOonline Summer School Request link**

Click on the **PV+** link.



Select PVOonline Summer School Request:



### Step 3 - Understanding PVOnline Summer School Requirements

You are here: [PV+](#) / PVOnline Summer School Request

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School Year: [REDACTED]

Student: [REDACTED]

Before selecting a course for PVOnline Summer School, please read the following information:

- I understand the following information:
  - Summer school is a six-week session (June 4 - July 13, 2018), and I am required to complete the course during that time.
  - I must log 112.5 hours of attendance in Infinite Campus before I will be given permission to take my final exam.
  - I must participate in State Testing if I am taking a course that requires the testing.
  - I must take my final exam in person either on or before July 9 - 13, 2018.
- If I change my mind, I understand that I need to return to this site and delete my request.

I have read and understand the above requirements for PVOnline Summer School participation.

You are asked to check the box and select continue.

Continue

Start dates shown above are incorrect.

### Step 4 - Selecting your PVOnline Summer School course

You are here: [PV+](#) / PVOnline Summer School Request

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Welcome to the PVOnline Summer School course selection process.

PVOnline Summer School is June 4 - July 13, 2018.

Final Exams are in-person July 9-13, 2018 at the PVOnline School.

IMPORTANT WEBSITE

- For more detailed information about PVOnline Summer School, click this link [PVONLINE Summer School 2018](#)
- Summer school registration is from March 19 - May 30, 2018.
- A one semester course is free for students enrolled in the Paradise Valley Unified School District.
- If you have questions about which course you should request, contact your counselor **BEFORE** making a selection.
- Once you request a course, your counselor approves or denies this request. You may return to this page to see if your request has been approved.
- All communication about PVOnline Summer School will be through the student's PVLearners email account.

Student: [REDACTED]

Your name will appear here.

Current Course Requested: None.

Please choose from the list below.

--Select course--

Drop down menu with list of courses

Request course

Click here to make request

Start dates shown above are incorrect.

### **Step 5 - Verification of course request**

After you have selected and requested a course, the screen will update and the Current Course Requested will be displayed.

### **Step 6 - Logout**

After your course has been requested and the screen has updated showing the requested course, **proceed** to **Logout**.



Logged in as ssmith [Logout](#)

### **Step 7 - Return to IC portal**



## Paradise Valley Unified School District

You have successfully logged out!!

#### **Portal Users:**

Please close this window to return to your Infinite Campus session.

#### **Employees:**

Simply continue with your Infinite Campus session using the links on the left.

### **Step 8 - What to do next**

After you have registered for your course, please email your counselor to inform them that you have completed the registration process for your online course. Please be sure to include the course you are taking in your email.

### **Step 9 - What if you want to change your course request?**

If you change your mind after you have requested a course, and wish to request a different course:

1. **Find** the new course in the **Course Request** drop-down list,
3. **Request** the **course**, just like you did in Step 3 above.
4. By **clicking** on the **Request course** button, the old request is removed and the new request is saved. This will update the information in the Current Course Requested field.
5. **Logout** as directed in Step 5.

## Step 10 - Delete POnline Summer School request

To withdraw a request for a POnline Summer School course, use the click here link.

Student: [REDACTED]

Current Course Requested: SS.0187-POnline Career Development

**Not able to take a summer school course after all? To delete your summer school request, [click here](#).**

[See course description](#)

If you choose not to attend summer school, please delete your request.

## Step 11 - Delete My Request

Click the **Delete My Request** button to remove a POnline Summer School request.

**Note:** This does not delete your course request for Summer School, it only deletes the specific course that you had requested. The Back button returns you to the previous screen without deleting the request.

You are here: [PV+](#) / [POnline Summer School Request](#) / [Delete Confirmation Page](#)

Student: [REDACTED]

Current Course Requested: SS.0187-POnline Career Development

Are you sure you want to delete your summer school course request?

[Delete My Request](#)

[Back](#)

## Step 12 - Deletion Confirmation

You are here: [PV+](#) / [POnline Summer School Request](#) / [Delete Confirmation Page](#)

Student: [REDACTED]

Current Course Requested: None.

Your summer school course request has been deleted.

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If your summer plans change, and you want to take a POnline Summer School course, [click here to make a request](#).

1. You have successfully deleted your POnline Summer School Request.
2. If your plans change again, and the enrollment window is still open, you may return to the POnline Summer School Request link and make a new request.

**Remember, You Must Speak with Your Counselor First Before Registering for an Online Summer School Course**