On-line Course Registration

Logging into the Portal
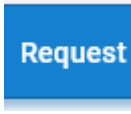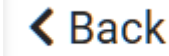1. Infinite Campus Portal can be found on the WSD website (https://wausauwi.infinitecampus.org/campus/portal/wausau.jsp)

From the portal login screen, enter the **Username** and **Password** that has been assigned.

2. Click the **Login** button. This will bring the user to the main portal page where district and school notices are listed.
3. Click on the Menu ☰ upper left corner.
4. Click the **MORE - Course Registration** option from the navigation pane on the left side of the screen.
5. In the upper right hand corner you switch between your children

Requesting Courses
1. Click the **Add Course** link. A search screen will appear.
2. Courses can be searched by the course name or by the course number. Select the course
3. Click the **Add** button.
4. To request this course, click on the Blue ➕ Then click on **Request** to add the course.
5. When you are finished adding all the courses click the back button. **< Back**
6. Everything saves automatically.
7. If you need to delete something - click the red **ACTION ✕** and delete the course
8. Ignore the % when you pick courses. That is for office use only.

Paying Fees
Community Connections has a $40 fee perstudent; however if enrolling three or more children per family, the maximum fee is $100. For students economically disadvantaged, the reduced cost is $10 per student. ** Make sure to enter all your children's fees at one time. There is a $2 fee per credit card transaction.

1. Click on the Menu ☰ upper left corner.
2. Click the **FEES** option from the navigation pane on the left side of the screen.
3. Click the **OPTIONAL** button on the bottom right side.
4. Add the G2M Commuunity Connection Fee.
5. Click the **ADD TO CART** for the fees you would like to pay.
6. Once you have added all of your fees to the cart, clik the **MY CART**.
7. Go to the wallet **MY ACCOUNTS**. Enter payment information and save.
8. Click **SUBMIT PAYMENT**.