



Below is information regarding your **Clear Access Summer 2023** online class.

ACCESSING YOUR COURSE(S)

- Login to Canvas through the Single Sign-on Portal (<https://launchpad.classlink.com/ccisd>) on the first day of class.
- Use the same username and password you use to login to the computers at school.
- Click on the **Canvas tile** and look for your Clear Access course. Your course should appear on the Canvas Dashboard.
- **The class will be available no later than 6:00PM on the first day of the session.**
- **Courses are partially self-paced with checkpoints and a set final date.**
- It is recommended you log in to the system every day.
- Once you log in for the first time be sure to read all announcements posted by your teacher and then follow your teacher's instruction on how to get started. All students must complete the Academic Integrity coursework before moving on to the next section.

TEXTBOOKS

- Textbooks, if needed for your class, will be available Tuesday, June 6, 2023, online through the Single Sign-On Portal

DATES

- Registration through your counselor: **April 1, 2023 – June 5, 2023**
 - See website for in-person time and dates
- Classes Begin: June 5, 2023
- Classes may be dropped up until **June 21, 2023**, for grades not to show on the transcript.
 - Lack of student work, activity, or communication by the drop date may result in the course being dropped.
- Finals: **July 6, 2023 – July 8, 2023**
 - Finals will be online between July 6 – July 8. Students will have 1 attempt and a 2-hour window to complete the final.

INFORMATION/ISSUES

- Please review the information regarding Clear Access courses, the Student Handbook, and other requirements on the Clear Access webpage, www.ccisd.net/clearaccess.
- If you have any issues with the course, please **contact your teacher first**. If you are unable to get in contact with your teacher and are having problems, please contact the Clear Access Office at clearaccess@ccisd.net or 281-284-1550.

PAYMENT

- Payment for all registered courses is due by **June 5, 2023, at 12:00 PM**.
- Payment can be made:
 - Online by Credit Card through Family Access in Skyward.
 - Credit Card payments will have a 4.16% convenience fee.
 - Payment by check, money order, or cash can be paid to the campus bookkeeper. Clear Access Office (*no cash will be accepted at face-to-face registration or after the start of session*)
- **NO Refunds** will be given unless a class does not make.

If you have any questions regarding your registration, please contact the Clear Access office at clearaccess@ccisd.net or 281-284-1550.