

ONLINE REGISTRATION INSTRUCTIONS

(If you are new to ISD728, you will need to turn in your **Registration Planning Worksheet** to the **RHS Counseling Office** to have courses entered.)

Enter website: <https://rhs.isd728.org/>

STEP 1 Click on **INFINITE CAMPUS STUDENT PORTAL**

STEP 2 **Sign In** on Student Campus Portal (*must sign in as student, not parent*)

- **(Student's) UserName:**

Format is: Last name (*max of 5 characters*)

First Name (*max of 5 characters*)

Middle Initial (*1 character*)

00 (*sequence number increment for duplicates*)

Example:

Jonathan Edward Doe would be

doejonate00

- **Password:** Student's lunch number followed by: first/last initials lower case **Example: 12345.jd**

STEP 3 Once logged in, verify that **your** student name appears on the upper left hand side of the screen and calendar name is **24-25 Rogers High School**

STEP 4 Click on: **MENU**, click on **MORE**, then select: **COURSE REGISTRATION**. Click on: **24-25 Rogers High School**

TO ENTER REQUESTED COURSES

STEP 5 Click on: **ADD COURSE**.

*Courses can be searched, or scroll through the list. Click the + sign to add the course request.

STEP 6 Type in **only** the **Course Number** (*5 digit number for each semester*) and click **GO** (*skip Course Name*)

STEP 7 Click on the Course Name under **SELECT A COURSE TO VIEW AND READ THE COURSE DESCRIPTION TO DETERMINE IF THIS IS THE CORRECT COURSE**.

STEP 8 Click on **REQUEST THIS COURSE** (*you may need to scroll down to see this option*)

Repeat Steps 5-8 until you have:

- **9th through 12th Grade: 12 Requested** courses

TO ENTER ALTERNATE COURSES

STEP 9 Click on: **COURSE SEARCH**

STEP 10 Type in **only** the **Course Number** (*5 digit number for each semester*) and click **GO** (*skip Course Name*)

STEP 11 Click on the Course Name under **SELECT A COURSE TO VIEW AND READ THE COURSE DESCRIPTION TO DETERMINE IF THIS IS THE CORRECT COURSE**.

STEP 12 Click on **REQUEST AS AN ALTERNATE** (*you may need to scroll down to see this option*)

Repeat Steps 9-12 until you have:

- **ALL Grades: 4 Alternates**

TO DROP A COURSE

Click on the course name under **Requested Courses** or **Alternate Courses** and select **DROP THIS COURSE**

DOUBLE CHECK

- Make sure you have selected a total of **12 Required and Requested** courses (units) and **4 Alternate** courses (units).
- If the course is year long, make sure **both** course numbers have been entered.

OPTIONAL

If you want a copy for your records, take a picture or screenshot of it with your phone.

Selected courses on the screen are automatically saved – You will not be asked to save it.