

Skyward Registration Tutorial : Registration Guide Appendix

Student Registration for 2024-25 Must be Completed by February 13, 2024 at midnight

What you will need:

- Skyward Family Access **student Login ID and Password.**
 - o Login ID is Firstname.Lastname (i.e. John.Doe)
 - o Password is lunch number with an x at the end (i.e. 9999x) or lunch number twice (i.e. 12341234)
 - o If you do not have your Login ID and/or Password, please email - debbie.findley@delanoschools.org
 - o A parent's Login ID and Password will *not* work.
- You will need your completed grade level Registration Template that identifies the 18 credits and 4 alternate courses you have selected.
 - o The Registration Template is available for your grade level in the appendices of the Registration Guide.
 - o Information on how to complete the Registration and course selection can be found on the [Counseling and Guidance web page](#). Paper copies of the Template were handed out during advisory. Additional copies will be available in the high school office.

Registration Process:

1. Using a computer, go to the Delano Public School website - www.delano.k12.mn.us

2. **Click Skyward Family Access** in the upper right corner.

3. **Enter your Skyward Family Access student Login ID and Password.**

4. **Click on Schedule** on the left side of the page.

5. **Click on Request Courses for 2024-2025 in Delano High School**

The screenshot shows the Delano Public Schools website interface. At the top, there is a navigation bar with 'Staff Resources' and 'Skyward Family Access' (highlighted with a red arrow). Below this is a menu with 'District', 'High School', 'Intermediate', 'Elementary', 'Activities', 'Community Ed', and 'PAC'. A search bar is also present. On the right side, a dropdown menu is open, listing various services: Home, Calendar, Gradebook, Attendance, Student Info, Busing, Food Service, Schedule (circled in red), Discipline, Test Scores, Academic History, Portfolio, and Login History. A red arrow points from the 'Schedule' option in the dropdown to the 'Schedule' page below. The 'Schedule' page shows a 'Currently Scheduled Class: Wed Dec 23, 2020 9:33am' and a 'Course Requests now open' section. In the 'Course Requests' section, the text 'Request Courses for 2021-2022 in Delano High School' is circled in red.

Request Courses for...Interface

The screenshot shows the 'Request Courses for 2021-2022 in Delano High School' interface. At the top, there are three callout boxes: 'Toggle between Courses and Alternates' pointing to the 'Request Alternates' link; 'Add/Remove Courses buttons' pointing to the 'Add Course >' and '< Remove Course' buttons; and 'Credit Counter – must equal 18 when finished' pointing to the 'Total Credits: 0.000' display. The main area is divided into two columns: 'Available Courses for 2021-2022' on the left and 'Selected Courses' on the right. The 'Available Courses' column lists courses like 1003 Physics (SCIENCE) with 2.000 Credits, 1005 CIS Chemistry I Lecture (SCIENCE) with 1.500 Credits, 1006 CIS Chemistry I Lab (SCIENCE) with 0.500 Credits, 1009, 1010, 1012 Physics of Flight (SCIENCE) with 1.000 Credits, 1015 CIS Chemistry II Lecture (SCIENCE) with 1.200 Credits, 1016 CIS Chemistry II Lab (SCIENCE) with 0.800 Credits, and 1017 Field Biology-Fall (SCIENCE) with 1.000 Credits. A callout box 'Available courses will appear here!' points to this list. The 'Selected Courses' column is currently empty, with a callout box 'Selected courses will appear here!' pointing to it. At the bottom, there is a search bar with 'Search' and 'Clear' buttons, and a callout box 'Search Bar – enter the number of your desired course and select “search”' pointing to it. The top right corner shows 'Total Requests/Scheduled: 0' and 'Total Credits: 0.000'.

Registration Process: (Continued)

6. **Request Courses** are already selected.
7. **Enter the Course Number** for the first course you are requesting into the Search Bar and **click Search**.
8. Verify that the correct course is now in the Available Courses column.
9. Highlight the Course by clicking just to the right of the course name.
10. **Click Add Course** in the middle of the page. Your first course should now be in the Selected Courses column on the right. The credit tracker should also update to the appropriate number of credits in the “Selected Courses” box.
11. **Continue Steps 7-10** for each of your desired courses as indicated on your Grade Level Registration Template. Your **total credits must equal 18**. If there is an incorrect class in the Selected Courses column, click on the course, then **click Remove Course**.
12. When finished with all 18 credits, **click on “Request Alternates”** in the middle of the page.
13. Repeat Steps 7-10 to request 4 alternate courses. (Start with your highest priority alternate!)

Total Requests/Scheduled: 9 Total Alternates: 4 Total Credits: 16.000

Selected Alternate Courses

1	↓	1017	Field Biology-Fall (SCIENCE) 1.000 Credits, Elective
2	↑ ↓	1021	Zoology (SCIENCE) 1.000 Credits, Ele
3	↑ ↓	1035	Genetic Engineering (SCIENCE) 1.000 Credits, Elective
4	↑	1018	Anatomy & Physiology (SCIENCE) 1.000 Credits, Elective
R		1015	CIS Chemistry II Lecture (SCIENCE) 1.200 Credits, Required
R		1016	CIS Chemistry II Lab (SCIENCE) 0.800 Credits, Required
R		1025	Principles of Engineering (SCIENCE) 2.000 Credits, Elective
R		1107	Human Geography (SOCIAL) 2.000 Credits, Required
R		1110	CIS Economics (SOCIAL) 2.000 Credits, Required

Credit Counter = 18

Alternates are labeled with a number 1-4

Prioritize your alternates using the green arrows

Desired courses are labeled with an "R"

A maximum of 4 Alternate Courses can be assigned.

When you are finished with Request Courses and Request Alternatives click the "X" in the top right corner.

If you exit this page before you finish, follow the steps above to access your registration. On Step 5, you will click on "View Requests for 2023-2024 in Delano High School". Changes can be made until DHS Office Staff close the registration window.

Questions:

If you are having difficulty with this registration process or you are unable to register for a course, call the DHS office 763-972-7601, ext. 1711, 1712, or 1713 or email debbie.findley@delanoschools.org

If you have questions regarding the courses you should be requesting, contact your counselor and/or a member of the DHS administrative team. See below:

Barry Voight - Principal x1701 barry.voight@delanoschools.org

Shane Baughman, Assistant Principal (Grades 10-12) x1702 shane.baughman@delanoschools.org

Steve Schauburger, Assistant Principal (Grades 7-9) x1703 steve.schauburger@delanoschools.org

Ryan Tool, School Counselor (Grades 11 & 12) x1714 ryan.tool@delanoschools.org

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