

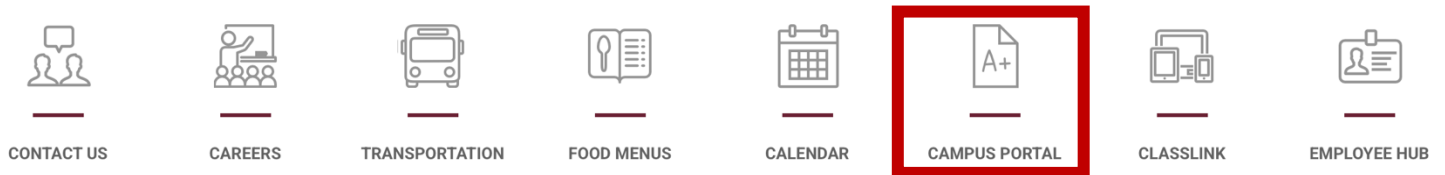


# How to ... Request or Drop a Course in VECTOR

<u>Step 1:</u>	Open Campus Student/Parent Portal
<u>Step 2:</u>	Log in to VECTOR – Course Request
<u>Step 3:</u>	Select Request Course
<u>Step 4:</u>	Register for Course
<u>Step 5:</u>	Request to Drop a Course
<u>Step 6:</u>	Click Request Drop
<u>Step 7:</u>	Enter Drop Reason (Required)
<u>Step 8:</u>	Verify your registration status

Step 1: Log into your Campus Portal

Parents: Go to [www.fultonschools.org](http://www.fultonschools.org). Select the Campus Portal icon in the middle of the page:

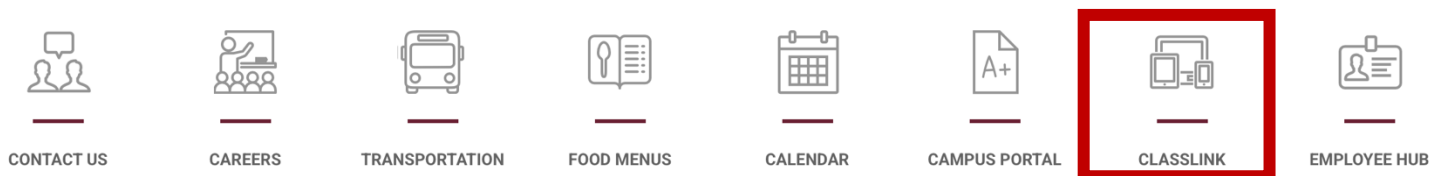


From the Campus Portal Landing Page, click the Campus Parent Portal button to access ClassLink.

Enter the Infinite Campus Student Portal via the ClassLink icon below.



Students: Go to [www.fultonschools.org](http://www.fultonschools.org). Select the Classlink icon in the middle of the page:



Enter your FCS log in credentials to access Classlink

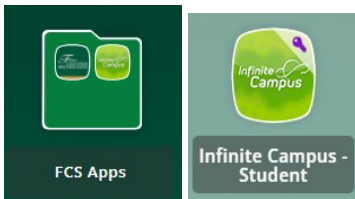
Sign in to ClassLink

Username  
200412345

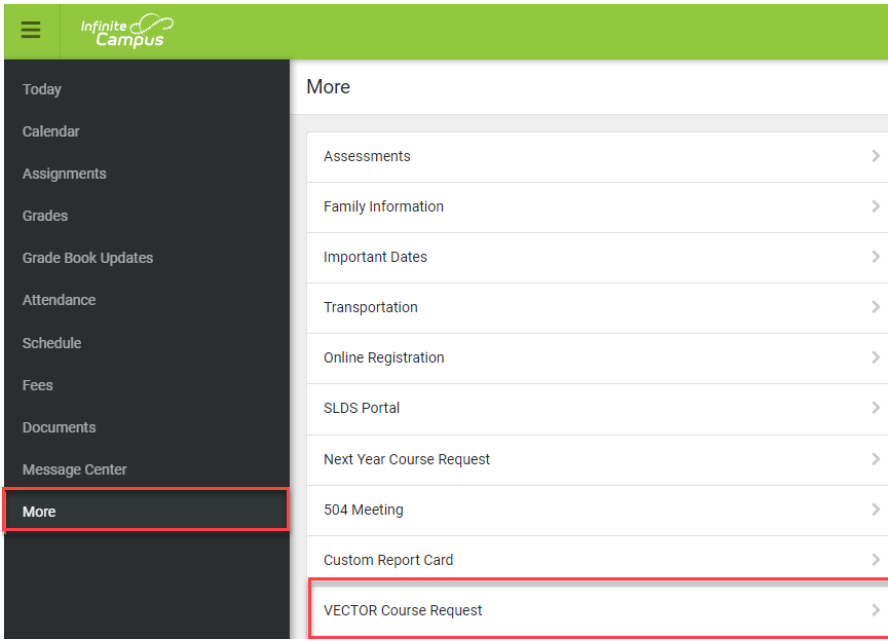
Password  
\*\*\*\*\*

Sign In

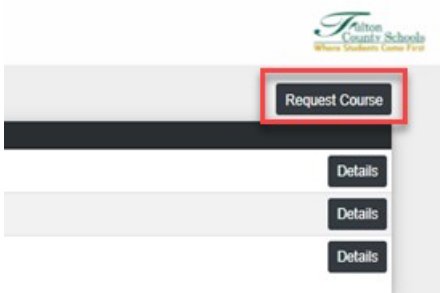
Click the FCS Apps and click on the Infinite Campus Icon



Step 2: Select More from the menu and then select VECTOR – Course Request



Step 3: Click Request Course



Step 4: Select the 1) School – School Year/Term and 2) Course from the drop downs you are registering for. 3) Click Submit Request when done.

The course will show as pending on your landing page until approved by school personnel.

Request Course

School - School Year/Term: 1  
 22-23 Fulton Virtual School - 2023/S1

Course: 2  
 23.0510031 - American Lit A

3 Submit Request

*To Request to Drop a Class*

*Step 5: From your VECTOR – Course Request landing page click the Details button next to the course you would like to request to drop*

Course Request - Student, 104



Status	School - Year/Term	Course	Requested By	Request Course
Pending	Fulton Virtual School - 2023/S1	06.3161001 - FVS Entrepreneurship A		Details
Dropped	Fulton Virtual School - 2023/S1	07.3413001 - FVS Intro Bus & Tech A		Details
Scheduled	Fulton Virtual School - 2023/S1	23.3610001 - FVS 9thLit/Comp A		Details
Scheduled	Fulton Virtual School - 2023/S1	26.3120001 - FVS Biology A		Details
Scheduled	Fulton Virtual School - 2023/S1	27.3990001 - FVS GSE Algebra I A		Details

*Step 6: Click Request Drop button*

Request for 216 Student at Fulton Virtual School - 2023/S2

Current Status: Scheduled  
 Requested By: James Cooper  
 Requested Date: 01/13/2022

Course: 23.0630012 - World Literature B  
 Last Modified By: System Newey  
 Last Modified By Date: 01/13/2022

Request Drop

*Step 7: Enter a Drop Reason (Required) and click Submit Drop Request button.*

Request Drop for 23.0630012 - World Literature B

Drop Reason (Required)  
 Selected the wrong course.

Submit Drop Request

Step 8: You can check the status of all your classes from your VECTOR – Course Request landing page

Status	School - Year/Term	Course
Pending	Fulton Virtual School - 2023/S1	06.3161001 - FVS Entrepreneurship A
Dropped	Fulton Virtual School - 2023/S1	07.3413001 - FVS Intro Bus & Tech A
Scheduled	Fulton Virtual School - 2023/S1	23.3610001 - FVS 9thLit/Comp A
Scheduled	Fulton Virtual School - 2023/S1	26.3120001 - FVS Biology A
Scheduled	Fulton Virtual School - 2023/S1	27.3990001 - FVS GSE Algebra I A