

REGISTRATION INSTRUCTIONS

Step 1:

Use the grade specific CHS registration guide for your 26-27 school year at CHS. You will need this guide when it comes time to enter course selections. The 26-27 Course Description Book found on the CHS website will help you decide what each course is about and help with your family decisions on classes. Plan your courses before registering.

Step 2:

Mobile devices are not recommended for registration.

If you are using a school issued Chromebook you will already be signed into campus. Go to Step 3

If you are using a personal laptop follow these directions before going to Step 3:

1. Go to isd12.org.
2. Up at the top right go to schools
3. At the top right-hand corner click the 3 lines and go to the very bottom where it says students
4. When on the student page underneath Quick links click on Infinite campus student login.
5. When logging into campus make sure to click on "campus login SSO"

Use your **Student** Portal login information.

User ID: Last two digits of graduation year + first 5 letter of first name + first 5 letter of last name

Password: Use your district password to login.

If this is your first time logging in your default password is **Centennialisd12**. A forgotten username/password can be managed at myid.isd12.org-CHS staff cannot reset your password

Helpful reminders:

If you have Split course numbers enter them first.

Required math courses are pre-loaded and will display as a required course and may not be deleted or edited through the student portal. Please contact your counselor with changes. Students who have already completed Advanced Algebra may choose to take additional math courses as electives. Information is saved each time you add or remove a course. You will not see a specific "save" key.

Step 3:

On the Student Portal select the following:

1. On the left hand side select the option that says "More"
2. **Course Registration** - Third in the list. Do not select "Online Registration".
3. 2026-27Centennial High School
4. "Add Course" at bottom of screen
5. Search by course number or name. Using the course number is easier and will avoid errors.
6. Select the "Blue Plus" symbol of the course you want to add
7. Choose "**Request**" until you have 12 requested courses—these are the courses **you want** for next school year!
8. Now add 4 additional elective courses as **Alternates** - courses you want in case one of your other electives is not available.

Students not listing alternates may be given any elective having open seats or a study hall.

9. Click "Back" at the top of the page and review your registration one last time.

Miscellaneous Information

Some courses are counted as more than one selection, such as:

916 courses will equal 3 selections per course number.

OEC / Spring Lake Park will equal 3 selections per course number.

Registration is complete when you have reviewed your choices in the portal.

Remember you must have 12 Requested courses and 4 Alternates.