

SCHOOLVIEW REGISTRATION 2012- 2013

- STEP 1:** Login to Schoolview using your Parent or Student account. Either account will allow you to Register.
- STEP 2:** Once you are in Schoolview – click on the student who needs to complete the registration.
- STEP 3:** You will get a choice of schools – click on the school (**Registration Only**) – (Figure 1) then choose **Registration** from the next screen.

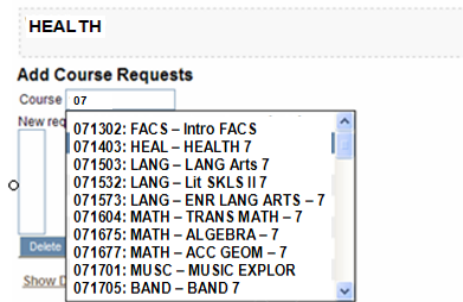
(Figure 1)



- STEP 4:** Start entering the course numbers from your Registration Worksheet that you received from your school. To add the course to the list, simply enter it and then press the enter key. (Entry order makes no difference) **Repeat this step until you have finished adding all of your course requests from your worksheet.**

- STEP 5:** If you need to delete a course request, **click on a course in the list**, then click "**Delete**" to remove it.

(Figure 2)



- STEP 6:** Click "**Proceed to Review and Confirm Registration**" (first button) to confirm these course requests.

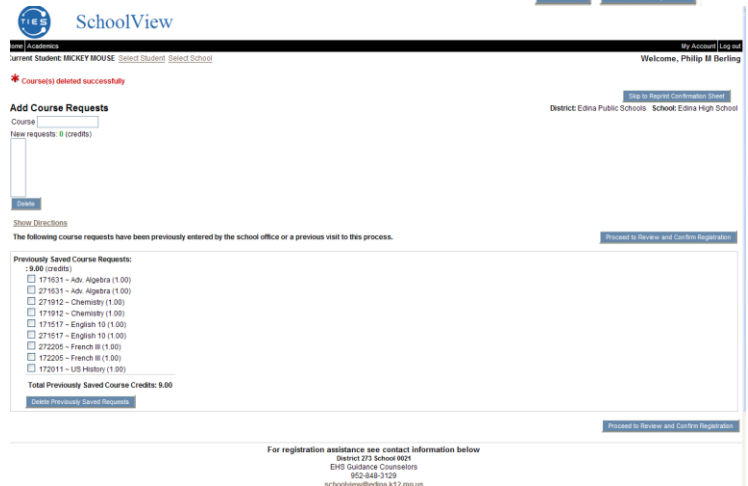
(Figure 3)



(Figure 4)

- STEP 7:** Once you have completed the registration and confirmation process you can print the confirmation for your records and log out of Schoolview.

- STEP 8:** To delete previously saved course requests during the registration window log into SchoolView and navigate back to Registration. Click the check box next to each course you wish to delete and then click the "**Delete Previously Saved Requests**" button. The courses will be deleted immediately. (Figure 4) Add new courses as before.



- STEP 9:** Please return the Registration Worksheet to your advisory teacher on or before **March 7th**