

INSTRUCTIONS FOR ONLINE STUDENT COURSE REGISTRATION

Logging In to register for courses:

- Use the STUDENT CAMPUS PORTAL
- Go to www.cbsd.org, and select the A+ icon.
 - PASSWORD - FOR CURRENT STUDENTS - Students should use their current email password.
 - Note: Students can request password resets through the district website on the Student Resources page.

Please follow these instructions to enter course requests into Infinite Campus/Student Portal.

- Once you Log into the Student Portal:
 - Click - Campus Student > More > Course Registration
- When you log in the Portal you will see the Required Course Requests that have already been entered by your teachers.
 - **Students are just entering their Elective Choices in the Requested and Alternate lists.**
- Enter desired course by number or course name (found in Program of Studies or on course request sheet) to filter to the course you are interested in. Course name and number will appear with any prerequisite courses and number of units (see explanation of UNITS below). Course descriptions are available by clicking on this request.
- If desired as requested course, click on Add Request. If desired as an alternate course, click on Alternate Request. Students must enter at least 6 alternates.
- Course will be entered under REQUESTED COURSE heading and units will be totaled.
- Return to the Add Course screen by clicking Back.

Course selection is complete when

- Students should continue selecting REQUESTED COURSES until units are full (32) and the progress bar at the top reaches 100%.
 - A complete schedule (100%, top number is the same as bottom number) is green.
 - A schedule that is between 67% and 99% completed is yellow.
 - A schedule that is between 34% and 66% completed is orange.
 - A schedule that is between 0% and 33% completed is red.
- Students also must select 6 courses as ALTERNATES.

Other things to note

- If you decide to remove a course from your list, click on that course in the REQUESTED list. The course title will appear with an option to DROP THIS COURSE.
- All entries will be saved, and students can review requests at any time during the entry window.
- If desired, a printed copy of the selected course list is available by clicking on PRINT REQUEST.
- The number of UNITS will continue to be added until the requests have totaled 32. After that the only option students will have to add courses is under the ALTERNATE list. If a student wants to move a course from ALTERNATE to REQUESTED, this can be done by deleting a course and adding another on to the REQUESTED list.

For Questions, please contact your School Counselor

- Ms. Almeida at salmeida@cbsd.org or 267-893-3411 – Student Last Names A-K
- Ms. Hendrickson at bhendrickson@cbsd.org or 267-893-3412 – Student Last Names L-Z