

Central High Student Registration Portal Process

Registration on Portal is only open from 8 am on January 23, 2024 – 8 am on February 6, 2024

Student registration for courses (next school year) can be completed from a home computer, Chromebook, or through the Infinite Campus app. Students must have an Infinite Campus portal account and password. If you have forgotten your account number or password, please see your school's Technology Specialist.

Directions:

- Step # 1** Enter your **Portal Username** and **Password** on the portal login screen.
<https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp>
- Step # 2** Click the **Login** link. You are now on the main portal page.
- Step # 3** Click on the **three lines** in the top left corner and then click **More** and then **Course Registration**. Click the **right arrow** next to the school. Please note that there is an option for your CHS 24-25 registration, as well as registration for summer school credit advancement (use SSCA CHS 24-25).
- Step # 4** Review the list of **Required Courses*** listed on your portal. These courses have already been entered by a teacher, counselor or school administrator and cannot be changed on the portal.
** If you would like to change any Required Course, you must have the approval (signature) of the teacher who recommended the course and/or the department leader of that content area.*

The course units total (*Example: Units 04/16*) is located in the top right of this screen. One semester of a course is equal to one unit. A year long course is equal to two units (enter course numbers for both semesters!). Two (2) of the 16 units are reserved for Academic Lab. Once you are finished entering your requested courses, your unit totals should reflect 16/16 and your status bar should show 100% complete.

- Step # 5** **Choose your courses for the next school year.**
1. Click the **Add Course** button and a search bar will appear.
 2. Begin typing the **course name** (ie Design Arts) or **course number** (ie 027000) and matching results will display below the search field. Some course titles are abbreviated, so using the course number is your best option.
 3. Click the **blue plus sign** on the left of the course you wish to add.
 4. Click on **any course** listed to view the course description and/or to request the course.
 5. In the popup message that displays, you will need to select **Request, Alternate** or **Cancel**.
**Alternate courses are substituted if a requested course cannot be placed in your final schedule.*
 6. **Year long courses** will have two course numbers. One will end with a **"1"** and the other with a **"2"**. Be sure to **request both semesters**.
Example: Accounting 1, #037111 (1st semester) and Accounting 1, #037112 (2nd semester)
 7. You are finished choosing your courses when the Units are completed (*Units (16/16)*), and you have chosen at least four **Alternate Courses**.

- Step # 6** **Review CHS 24-25 Course Requests.** When you are finished requesting courses, review the requests you have made and make adjustments as needed. Click the **Print** button, which will generate a PDF of your required and requested courses. **Save a copy** for your records and then **print a copy**.

- Step # 7** **Sign the printed Request Summary** for CHS 24-25 and have your **parent/guardian sign** it, as well.

- Step # 8** ****8th Grade Students:** turn in the following documents no later than **February 2, 2024** to Mrs. Besand in PCM Counseling: (1) signed Infinite Campus Request Summary printout and (2) Registration Worksheet. Submit Digital ICAP through Class of 2028 Google Classroom. PCH Counselors will visit PCM on February 5 & 6 during advisory to answer any final questions before the portal closes.

****9th, 10th and 11th Grade Students:** turn in the following documents no later than 8:00 a.m. on **February 6, 2024** to the PCH Counseling Office: (1) signed Infinite Campus Request Summary printout and (2) Registration Worksheet.