



Jefferson High School 2017-2018 Registration Instructions

Course Registration

Logging into the Portal

1. From the JHS Website (www.jeffcityschools.org/jefferson_websites/jefferson_city_high_school/jhs.php), click on the Student Tab, Click on Infinite Campus.
2. From the portal login screen, enter the **Username** and **Password** that has been assigned to your student.
3. Click the **Login** button. This will bring the user to the main portal page where district and school notices will be listed. Click the **Course Registration: 17-18 Jefferson High School** option from the navigation pane on the left of the screen.
4. Any required requests that have been established and already inputted by teachers, school counselors and/or administrators will be listed in the **Required Courses** list. Students cannot change any required requests listed for them.
5. Students can only request elected requests (listed under the Requested Courses list) or alternate requests.

Requesting Courses

1. Click the **Course Search** link. A search screen will appear.
2. Courses can be searched by the course name or by the course number. Enter either the **Course Name** (i.e., English) or **Course Number** (i.e., 2121).
3. Click the **Go** button. Matching course names will appear to the right.
4. To request this course as part of the schedule for next year, click the **Request this Course** button. Courses can also be requested as alternates by clicking the **Request as an Alternate** button. **Students must choose 4 Elective and 4 Alternate courses.**
5. When finished requesting courses, click the **Print Request Summary** option to print a report of the courses that were requested.

THIS IS NOT YOUR FINAL SCHEDULE. We cannot guarantee that you will receive your first choices when selecting elective courses.

The screenshot shows the Infinite Campus portal interface for a student named Abby Jo. The user is logged in as a 2012-13 High School student with ID 456789 in Grade 09. The main navigation pane on the left includes links for Calendar, Schedule, Attendance, Behavior, Assessment, eTranscripts, Graduation Planner, Transportation, Fees, School Choice, To Do List, Reports, Demographics, Family, Messages, and Household Information. The central area is titled 'Course Registration' for the 11-12 001 Senior High class. It displays 'Units: 12/18' and lists 'Required Courses' (0942 ENGL/ORAL COMM 3 B and 1725 FRENCH 4) and 'Alternate Courses'. A search bar is present with 'science' entered in the 'Course Name' field and a 'Go' button. Below the search bar, a list of science courses is shown, including 512E SCIENCE 1, 512E SCIENCE 2, 512B SCIENCE 1, and 512B SCIENCE 2. At the bottom, there are buttons for 'Request this Course' and 'Request as an Alternate', along with a 'Scheduling Units: 6' indicator.