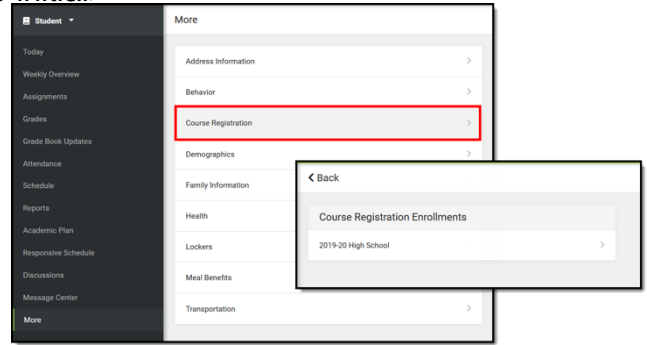


# Instructions for Online Registration

**User name** = <student last name><first initial><middle initial>

**Password** = Dcsd<student id>

Sally R Smith, with a student id of 123456  
would have the user id/password of:smithsr/Dcsd123456

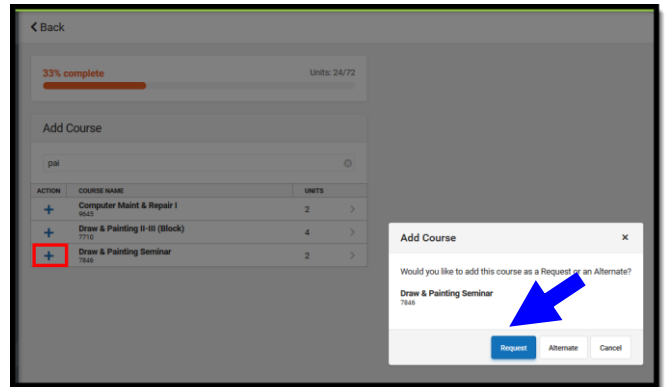


## To Register

1. Log onto the Student Portal
2. Click on **More**
3. Click on **Course Registration**
4. Choose **2021-2022 PHS**

You are now ready to enter your course requests.

5. Click the **Add Course** button.
6. In searching, **try entering the first three letters of the course's name or the course number.**
7. When you find the course you want, click the **+** and then click on **Request**.
8. Register for your core courses first and remember that if you are requesting a yearlong course you must register for both S1 and S2.
9. Once you have registered for all your courses, add alternate courses in order of preference.
10. Return to the Add Course Screen by clicking **Back**.
11. To remove a course request, click on the course name under **Requested Courses**. Then click **Delete Request**.



12. This location is to help you keep track of the # of courses you have registered for:

Freshmen need 14 classes (7 per semester)

Sophomores need 12 classes

Juniors need 12 classes

Seniors need 10 classes

Make sure you have the correct number of units  
(see next slide)!

Once you have requested all of your courses,

12. Click the blue **Print** button on your Course Requests List.  
Keep for your records.

13. Finally, STAPLE your course registration worksheet, registration form & a copy of our request summary together for your records. Complete Registration by January 27. This will increase your chance of getting your first choice of courses.

