

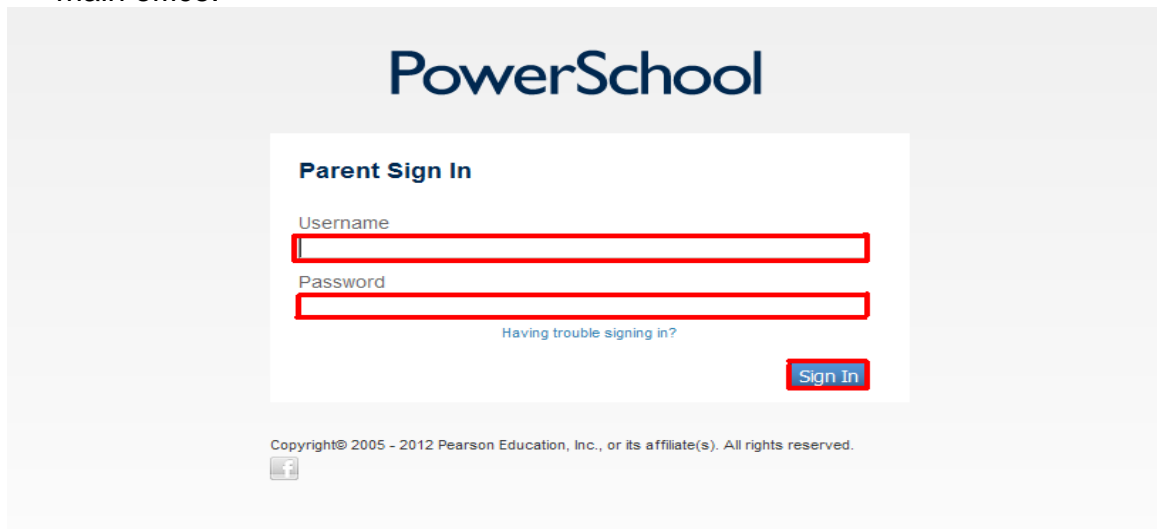
# Instructions for Selecting Electives on the Parent Portal

**Objective:** To assist Students/Parents in selecting their electives for the next school year. Elective selection will be required as follows:

- Current 5<sup>th</sup> grade students must select their 1<sup>st</sup> choice for their “Special Elective” and optionally select a Band course.
- Current 6<sup>th</sup> grade students must select their 1<sup>st</sup> choice for their “Special Elective” and optionally select a Band course.
- Current 7<sup>th</sup> grade students must select their two semester (S1 and S2) “Special Electives” and optionally select a Band course.

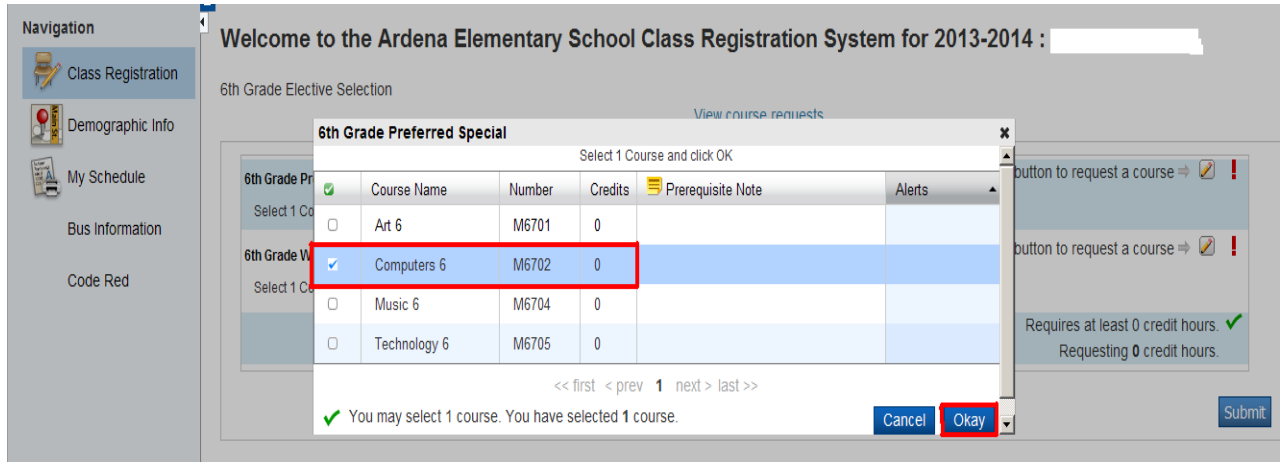
## Procedure:

1. Login to the [Parent Portal](#). IT IS RECOMMENDED THAT YOU USE A COMPUTER TO COMPLETE THIS PROCESS as some selection windows might now display on specific phones. If you do not know your username and password for the Parent Portal please contact your school main office.



2. From the Main Page of the Parent Portal, click on Class Registration in the left hand menu.

3. Each Elective Selection will have its own row
4. To select a course click on the Pencil/Edit Icon
5. Select the desired course by clicking on the radio button next to the course name and click OK.



6. Repeat the steps 3, 4 and 5 for each Elective row in the Class Registration Screen.
7. When you are finished making your selections, click submit in the bottom right hand side of the Class Registrations Screen.

