



# REQUEST SUMMER SCHOOL COURSES ONLINE

## (INFINITE CAMPUS PARENT PORTAL)

### Online Course Selection Process

1. Log in to your Infinite Campus account using Google Chrome or Firefox. Click link above to access the Infinite Campus Parent Portal. *\*You cannot use the App on your phone.*
  2. Go to the drop-down menu at the top of the page and “Select the Student” you wish to request courses for.
  3. Click on: **Course Registration** –Left hand column of screen.
  4. Click on: **Course Search**– Upper right side of screen.
  5. Enter course number from the [Course Selection Sheet](#) in box **COURSE NUMBER** then click **Go**.  
**Do NOT type in the Course Name.**
  6. Course name and number will be listed to the right - Click the Course Name/Number.
  7. Click on box **Request This Course**.
  8. Course should now be listed on the left side under **Requested Courses**.
  9. Repeat steps 2-7 until all courses have been selected.
- To change a class, click on the course name under Requested Courses, verify that you have selected the course you want to drop and click **Drop this Request**.

*When all courses have been selected, click **PRINT** on the Request Page to print a copy for your records. After printing, click on **Sign Off** - right hand corner of screen.*

*You will receive further communication regarding schedules in the mail when the registration deadline closes.*