

# ENTER YOUR COURSES ONLINE

## **ALL COURSES MUST BE SUBMITTED BY FEB. 16th**

1. Log in to your Infinite Campus Student Portal on your Chromebook
2. Click on: **More** - Left hand column of screen
3. Click on: **Course Registration**
4. Click on: **Greenfield High School 25-26**
5. Click on: **Add Course** at the bottom of the screen
6. Enter course number from your course selection sheet in the box
7. Course name and number options will be listed below- Click the **PLUS SIGN**
8. Click on: **Add Request**

**YOU MUST ENTER 2 COURSE NUMBERS (Semester 1 & Semester 2) FOR YEAR LONG CLASSES**

**EX: Algebra 2: Enter 4411 and 4412**

9. Repeat steps 2-8 until all courses have been selected

6 credits = 87% complete (12 units)  
6.5 credits = 94% complete (13 units)  
7 credits = 100% complete (14 units)

10. Once you have your courses selections are 87-100% complete, select **2** more courses as alternates

Enter Course Number  
Click Plus Sign  
Click Add Alternate

\* To change a class, click **Back**, then click on the **course name** under Requests, verify that you have selected the course you want to drop and click **Delete**

Review the requests you have made and make adjustments as needed. If you are satisfied with your requests, click **Back** and then **Print**.

**Turn in your SIGNED course request sheet to Student Services**