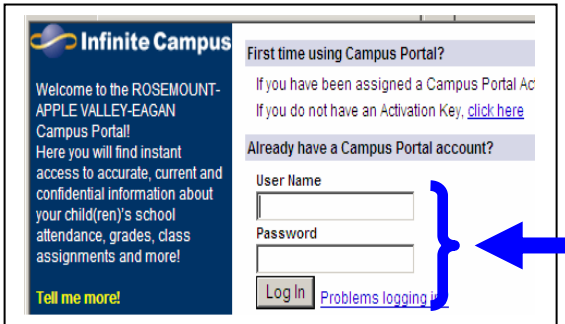


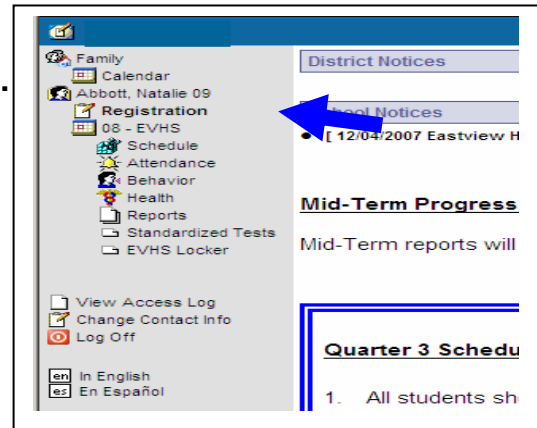
# Eastview High School Online Registration Instructions



## Step 1: Getting Started

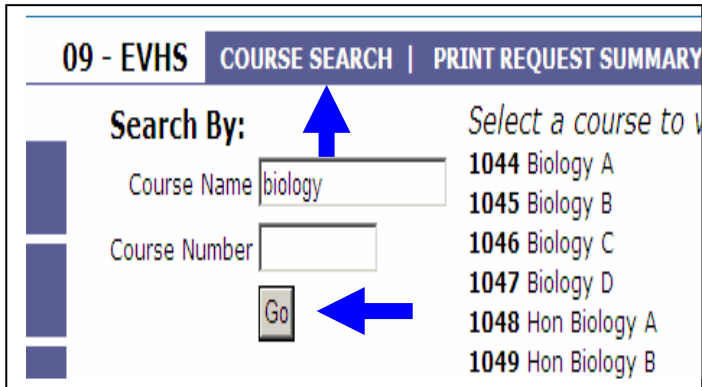
- Log onto the Student Portal available at [www.district196.org/evhs](http://www.district196.org/evhs)
- User name**=Student ID number
- Password** =6 digit date of birth  
e.g. January 29, 1993 **Password** = 012993
- Click **Log In**.

Click on **Registration**.



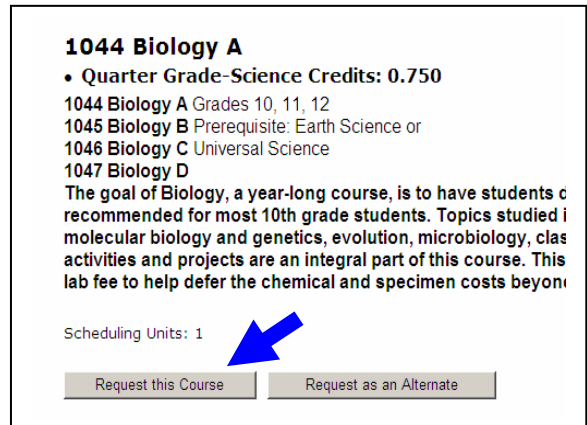
## Step 2: Search for courses

- Click on **Course Search**
- Search for a course by course number (full number) or by course name (you may enter part of the name if you are unsure of the full name). Click **Go**.



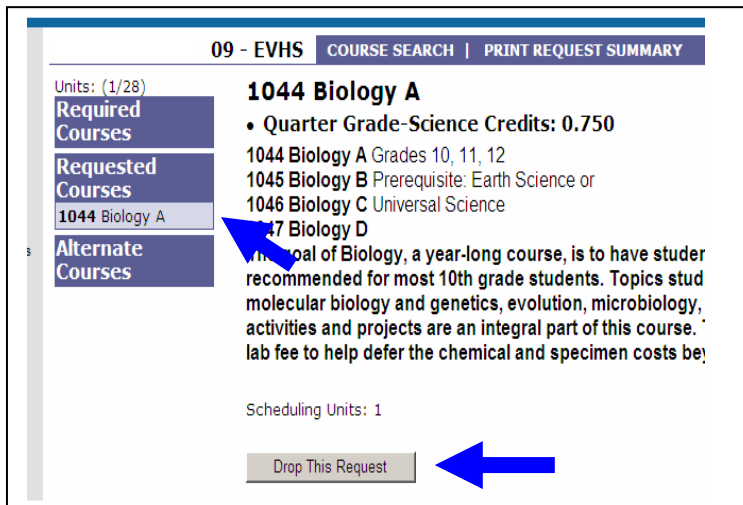
## Step 3: Selecting your courses

- When you find the course you want, select it and click **Request this Course**.
- NOTE: Use the Request as an Alternate button for Cocurricular activities only!**
- The course will be added to the Requested Courses list.



## Step 4: Dropping a course from your list

- To remove a course request, click on the course name under **Requested Courses**. Then click **Drop This Request**.



## Step 5: Selecting Cocurricular Activities:

- You may select cocurricular activities with the Alternate course button. This indicates your **interest** in the activity and program leaders will receive your name to connect further with you regarding the activity