



## EASTVIEW HIGH SCHOOL ONLINE REGISTRATION

### Important Registration Dates

- ✦ 8<sup>th</sup> Grade Kick Off: January 5, 2009
- ✦ 8<sup>th</sup> Grade Visits to EVHS: Week of January 12, 2009
- ✦ Optional Help Session: January 22, 2009
- ✦ 8<sup>th</sup> Grade Deadline for Registration: January 28, 2009
- ✦ Current Students Kick Off: February 10, 2009
- ✦ Current Students Deadline for Registration: February 18, 2009

Once students and parents have reviewed the registration guide and completed the registration form and checklist, you are prepared to go online to complete the electronic registration. Additional registration information is posted on the Eastview High School Web Site at [www.district196.org/evhs](http://www.district196.org/evhs).

### Step by Step On-line Registration Instructions

#### SELECTING ACADEMIC COURSES

1. Go to [www.district196.org/evhs](http://www.district196.org/evhs).
2. Click on the "Online Registration" link or for current students 9-11, login to your Student Portal. Current grade 9-11 parents may also assist in registering through the Parent Portal.
3. Select the option to "LOGIN".
4. Type in your user name (student number – available on student I.D. card), click-on "OK" or hit enter.
5. Type in your password (student birth date enter your six digit date e.g. **010793** for birth date January 7, 1993). If your computer has an Auto Complete, where the box appears asking for the computer to remember your password select, "NO".
6. At the top of the page you have the option to "COURSE SEARCH", "VIEW TRANSCRIPT" (list of courses you have taken), "PRINT REQUEST SUMMARY" and "CHANGE PASSWORD".
7. SECURITY: You may click-on the option to "CHANGE PASSWORD" to change your password to something that you will easily remember.
8. Click-on "COURSE SEARCH" and type the course number in the second box by using the course number listed on your registration form (e.g. 0101 Art Survey). Click-on the "GO" button.
9. Click on the words "Select a course to view" to view course information.
10. Click on "Request this Course" to select the request.
11. The top left corner of the page will display "Units: (0/28)". This number represents the number of courses selected. Students may not select more than 28 courses.
12. If you would like to DROP a course you have selected, click-on the course under your list of "REQUESTED COURSES" and click-on "DROP THIS COURSE".
13. After you have completed selecting your academic courses and cocurricular activities, you may print a summary of the courses you have selected by clicking-on "PRINT REQUEST SUMMARY" – your requests will then be displayed on your screen. You may now PRINT this list.
14. If you have computer related registration questions, please e-mail those questions to [eastview@district196.org](mailto:eastview@district196.org).

#### SELECTING COCURRICULAR ACTIVITIES

By selecting a cocurricular activity you are simply indicating an interest and are under no obligation. Coaches, directors and advisors will use this information to contact you regarding camps, clinics and general activity information.

- To request a co-curricular activity/ies: Click-on "COURSE SEARCH" and type in the activity number listed on the final page of your registration form (e.g. 3011 for Academic Quiz Bowl). Click- on the "GO" button to see the activity. Click-on "Request as an Alternate" button to add to the cocurricular list.

(OVER FOR GRAPHIC INSTRUCTIONS)