

# Registration Instructions for the Infinite Campus Student Portal

Students register, using Safai on an ipad, for next year's courses using the Infinite Campus Student Portal.

## To register for courses:

- Choose *Infinite Campus Portal* from the Current Parent/Students QuickLinks at [www.c-dh.org](http://www.c-dh.org). From the portal login screen, enter your Username and Password. If you do not remember your Username or Password, please go to the Tech Help desk in the LLC.
- Click the Login button. This will bring you to the main portal page.
- Under the index menu (three lines at the upper left hand corner of the screen), chose the *more* option.
- Click on *Course Registration*.
- Choose *Cretin-Derham Hall 20-21*.
- Any required courses that have been pre-registered for you will be listed in the *Course Requests* list.
- Click the *Add Course* button at the bottom of the page. A search screen will appear.
- Enter the Course Name or the first few letters of the Course Name. Matching course names will appear.
- Click on any course title to view the course description. If there are many classes with the same title (i.e., Spanish) use the scroll bar to scroll down and click on the course you are requesting.
- There are two ways to request a cours:
  - a. Click the + button next to a course listing.
  - b. or chose the *add request* button within the course description.
- Register for all 3 trimesters when registering for yearlong classes.
- Register for both trimesters when registering for a 2 trimester class.
- Register for 2 alternate elective courses each trimester. These courses will be placed on your schedule if other electives are full. Alternate courses cannot be yearlong courses **or** a course you have registered for in another trimester.

**Note: The top right corner of the page will display “Units (0-27)”. Disregard the 27.**

## To delete a course you registered for:

- If you would like to remove a course you have selected, click on the course under your list of *course requests* and click on *delete request*.

## To finish your registration:

- Click the Sign Out option in the upper right hand corner. This will end the session and it will automatically **SAVE** your registration.
- A Request Summary will be mailed to students/parents/guardians in April.