Instructions for the Infinite Campus Student Portal

To register for courses:

- Log into the *Infinite Campus* app on your iPad. 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 23-24*.
- 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.
- There are two ways to request a course:
  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/34." **Disregard this**.

To delete a course you registered for:

- Under *Course Requests*, choose the course you would like to delete and click on *Delete Request*.

To finish your registration:

- Sign out of Infinite Campus. This will end the session and it will automatically save your registration
- A Request Summary will be mailed to students/parents/guardians.