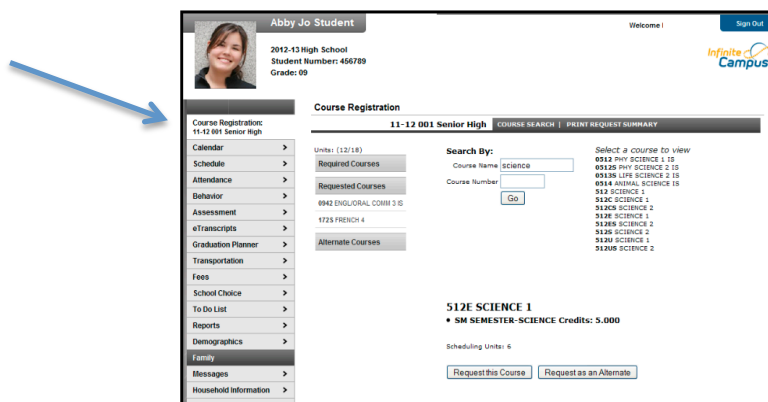


# Registration Instructions for the Infinite Campus Student Portal

## To register for courses:

- From [www.c-dh.org](http://www.c-dh.org), choose the Current Parent/Students link, then select the link: *Infinite Campus Portal*.
- 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.
- Click the Course Registration: Cretin-Derham Hall 2018-2019 option from the index on the left of the screen.

Note: Any required courses that have been pre-registered for you will be listed in the Required Courses list.



- Click the Course Search link. A search screen will appear.
- Enter the Course Name or the first few letters of the Course Name. Click “Go”. Matching course names will appear to the right.
- 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.
- Click the “Request this Course” button below the course description to request this course as part of your schedule for next year
- Register for all 3 trimesters when registering for yearlong classes.
- 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.

## To delete a course you registered for:

- 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”.

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

## To finish your registration:

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