

WHS Online Course Registration Instructions



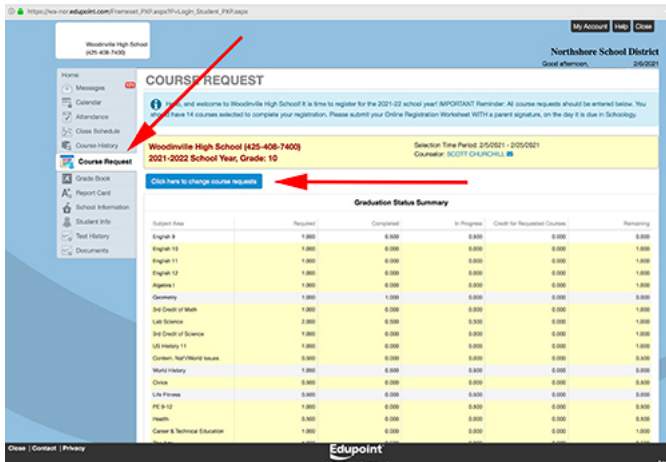
To get Started: Students must log in to their **StudentVUE** account at:

https://wa-nor-psv.edupoint.com/PXP2_Login_Student.aspx?regenerateSessionId=True

➤ Enter your:

- A. User Name = Student #
- B. Password

➤ **Step 1:** Click on **"Course Request"** located on the left-hand side of the screen



➤ **Step 2:** **To Add a Course**, click on the **"Click here to change course requests"** blue icon

Click here to change course requests

➤ **Step 3:** Search by the **Course ID** (NOT Course Title)

- Students will refer to their **ONLINE REGISTRATION WORKSHEET** to find the **Course ID**. Enter the Course ID for the class you wish to add. *i.e. MGE100A & MGE100B.*
- *Students do not need to use caps, but they DO need to include A and/or B for each semester if the code has one.*
- This process requires students to search & select each course individually if it is a yearlong class.

A. Start by entering the corresponding ID in the Course ID box
(i.e. Course ID MGE100 will give you both the A and B option for GEOMETRY)

Search Courses							
Action		Ln	Course ID	Course Title	Elective	Credit	Comment
			<input type="text" value="Q MGE100"/>	Q	(All)		
➤	Add Request						
	Add Alternate						
1			MGE100A	GEOMETRY	No	0.500	
➤	Add Request						
	Add Alternate						
2			MGE100B	GEOMETRY	No	0.500	

B. After typing in the Course ID, you can press the return/enter key on your keyboard to search.

C. **Select all 14 course requests by choosing (Add Request)**

- You will be able to remove a course, if necessary. You must remove both the A/B entries for yearlong classes.



Step 4: Once all 14 requests are added, then select your Alternates by choosing (Add Alternate)

Add Request	Add Alternate
Add Request	Add Alternate

- **Click on the** [Click here to return to course request summary](#) **to double check you have selected all 14 requests along with Alternates.**

Step 5: When you are done (double check your requests)

- **You can close the window and it will save your work.**
 ➤ **A Registration EXAMPLE is below:**

Report Card
 School Information
 Student Info

[Click here to return to course request summary](#)

Selected Course Requests							
	Action	Ln	Course ID	Course Title	Elective	Credit	Comment
»	Remove	1	APH100	PHOTOGRAPHY	Yes	0.500	
»	Remove	2	DRA135	INTRODUCTION TO THEATRE	Yes	0.500	
»	Remove	3	ENG255A	PRE AP ENGLISH 10		0.500	
»	Remove	4	ENG255B	PRE AP ENGLISH 10		0.500	
»	Remove	5	HEA410	HEALTH	Yes	0.500	
»	Remove	6	MGE100A	GEOMETRY		0.500	
»	Remove	7	MGE100B	GEOMETRY		0.500	
»	Remove	8	PLF235	LIFE FITNESS WEIGHTS	Yes	0.500	
»	Remove	9	SCB315A	BIOTECHNOLOGY		0.500	
»	Remove	10	SCB315B	BIOTECHNOLOGY		0.500	
»	Remove	11	TEV135	VIDEO PRODUCTION	Yes	0.500	
»	Remove	12	VEC100	EMERGENCY CERT		0.500	
»	Remove	13	WLX200A	ASL 200		0.500	
»	Remove	14	WLX200B	ASL 200		0.500	
Total						7.000	

Selected Alternate Course Requests							
	Action	Ln	Course ID	Course Title	Elective	Credit	Comment
»	Remove	1	MUS120	DIGITAL MUSIC PRODUCTION	Yes	0.500	
»	Remove	2	WLF100A	FRENCH 100		0.500	
»	Remove	3	WLF100B	FRENCH 100		0.500	
Total						1.500	

- **VERY IMPORTANT: Parents MUST sign your Online Registration Worksheet, then upload to your Specialty I class in Schoology.**
 ➤ **Once the online registration window closes, you will not be able to make any changes or additions.**