NEED HELP??? Counselors will be available in the Counseling Office if help is needed with registration or if you do not have internet access at home. The dates are as follows:

Date		Time	Location
Tuesday,	January 31, 2023	2:30-7:00 pm	Counseling Office
Wednesday,	February 1, 2023	2:30-7:00 pm	Counseling Office
Thursday,	February 2, 2023	2:30-7:00 pm	Counseling Office

Online Registration on Skyward will be open from Wednesday, January 25th at 5:00pm to Friday, February 3rd at 3:00pm. Please be sure to log on during this "window" to enter your courses!

Online Course Registration Tutorial

STEP 1: Log on to Skyward Skyport Access. The link is located on our district home page <u>www.clsd.k12.pa.us</u> or direct at <u>https://skyward.clsd.net</u>.

S K Y W A R D
Cornwall-Lebanon
Login ID: Password:
Sign In
Forgot your Login/Password? 05.12.10.00.18-10.2
I ogin Area: All Areas

STEP 2: If you have students at multiple schools, check the student name. Make sure the "School" says <u>Cedar</u> <u>Crest High School</u>. The following screen appears. Click on "Schedule."



STEP 3: On the next screen, click "Request Courses for 2023-2024."

S K Y W A R D°	tudent Access	My Account Email History Exit
Homo	Schedule	
Home	Currently Scheduled Class:	Course Requests now open
Calendar	Period 04 AP Language & Composition	Request Courses for 2023-24 in Cedar Crest High School
Gradebook		The surrent term is highlighted
Attendance	(Cedar Crest High School) Display Options Current Yea	ar me current term is ingringried.

STEP 4: To select the courses your student would like for the 2023-2024 school year, click on a course listed in the "Available Course" list and click "Add Course." You will need to scroll down to view all classes. You may also enter course numbers into the search box. Once you have added the course it will appear in the box to the right labeled "Selected Courses." You will need to repeat this process for every course you select.

		Total Requests/Scheduled: 0 Total Credits: 0.000	
vailable Courses for: 2023-2024		Selected Courses	
438 Creative Writing	Add Cours	Margaret has no courses requested in Cedar Crest High School	
1460 Critical Analysis of TV 0.500 Credits, Elective	< Remove C	- una	
465 Contemporary Film Analysis 0.500 Credits, Elective			
1500 Humanities 1.000 Credits, Elective			
520 Great Books 0.500 Credits, Elective			
530 Theater:Acting/Directing/Playw 0.500 Credits, Elective			
565 Newspaper Production Honors 1.000 Credits, Elective			
570 Yearbook Production 1.000 Credits, Elective			
1580 Broadcast Video Production 2			

STEP 5: As you enter courses, your "Total Credits" will increase. All students must be registered for a minimum of 7.0 credits. Seniors who meet criteria for Senior Option may schedule 6.0 credits.

		Total Requests/Scheduled: 4 Total Credits: 3.500
vailable Courses for 2023-2024		Selected Courses
1438 Creative Writing 0.500 Credits, Elective	Add Cours	e> 1500 Humanities 1.000 Credits, Elective
1460 Critical Analysis of TV 0.500 Credits, Elective		1520 Great Books 0.500 Credits, Elective
1465 Contemporary Film Analysis 0.500 Credits, Elective		1570 Yearbook Production 1.000 Credits, Elective
1500 Humanities 1.000 Credits, Elective		6213 Accounting 2 Honors 1.000 Credits, Elective
1520 Great Books 0.500 Credits, Elective		
1530 Theater:Acting/Directing/Playw 0.500 Credits, Elective		
1565 Newspaper Production Honors 1.000 Credits, Elective		
1570 Yearbook Production 1.000 Credits, Elective		
1580 Broadcast Video Production 2 1 000 Credits Elective	U U	

STEP 6: In the event that you choose a course by mistake, you may highlight the course in the "Selected Courses" area and click "Remove Course."

		×
Cedar Crest High School) Request Courses	Request Alternates	-
Available Courses for	Total Requessescheduled: 4 Total Credits: 3.500 Selected Courses	
1438 Creative Writing 2023-2024 0.500 Credits, Elective	Add Course > 500 Humanities 1.000 Credits, Elective	
1460 Critical Analysis of TV 0.500 Credits, Elective	1520 Great Books 0.500 Credits, Elective	
1465 Contemporary Film Analysis 0.500 Credits, Elective	1570 Yearbook Production 1.000 Credits, Elective	
1500 Humanities 1.000 Credits, Elective	Accounting 2 Honors 1.000 Credits, Elective	
1520 Great Books 0.500 Credits, Elective		
1530 Theater:Acting/Directing/Playw 0.500 Credits, Elective		
1565 Newspaper Production Honors 1.000 Credits, Elective		
1570 Yearbook Production 1.000 Credits, Elective		
1580 Broadcast Video Production 2 1.000 Credits, Elective	~	
	Search) Clear	

STEP 7: Students must register for **2** Alternate Courses in the event that their original choices do not fit into the schedule. To choose Alternate Courses click on "Request Alternates."

	\frown	
(Cedar Crest High School) Request Course	Request Alternates	\$
vailable Courses for 2023-2024	Total Requests/Scheduled: 4 Total Credits: 3.500 Selected Courses	
1438 Creative Writing 0.500 Credits, Elective	Add Course > 1500 Humanities 1.000 Credits, Elective	
1460 Critical Analysis of TV 0.500 Credits, Elective	1520 Great Books 0.500 Credits, Elective	
1465 Contemporary Film Analysis 0.500 Credits, Elective	1570 Yearbook Production 1.000 Credits, Elective	
1500 Humanities 1.000 Credits, Elective	6213 Accounting 2 Honors 1.000 Credits, Elective	
1520 Great Books 0.500 Credits, Elective		
1530 Theater:Acting/Directing/Playw 0.500 Credits, Elective		
1.000 Credits, Elective		
1570 Yearbook Production 1.000 Credits, Elective		
1580 Broadcast Video Production 2 1.000 Credits, Elective	v	
	Search) Clear	

STEP 8: Next, **highlight** each individual course in the "Available Alternate Courses" list and click "Add Course." Notice the Alternate Courses will appear in the "Selected Alternate Courses" box with the priority of 1 or 2. The courses labeled **R** under priority are your original course requests. You can change the order of preference of your **Alternate Courses** (only) by highlighting the specific Alternate Course and clicking the up or down arrows.



STEP 9 : Review your course selection. Be sure you have registered for 7.0 credits and 2 alternates. Your course selection for 2023-2024 is now complete and you may log out!

									_
	Cedar Crest High School) Request Courses	Request Alterna	ites						
				Total	Requests/Sched	uled: 4	Total Alternates: 2	Total Credits:	7.000
Availa	ble Alternate Courses for 2023-2024			Selec	cted Alternate	Cour	SUC		
1438	Creative Writing 0.500 Credits, Elective	^	Add Course >	1	•	7160	Pottery 0.500 Credits, Elective		
1460	Critical Analysis of TV 0.500 Credits, Elective			2	•	7150	Painting 0.500 Credits, Elective		
1465	Contemporary Film Analysis 0.500 Credits, Elective			R		1500	Humanities 1.000 Credits, Elective		
1500	Humanities 1.000 Credits, Elective			R		1520	Great Books 0.500 Credits, Elective		
1520	Great Books 0.500 Credits, Elective			R		1570	Yearbook Production 1.000 Credits, Elective		
1530	Theater:Acting/Directing/Playw 0.500 Credits, Elective			R		6213	Accounting 2 Honors 1.000 Credits, Elective		
1565	Newspaper Production Honors 1.000 Credits, Elective								
1570	Yearbook Production 1.000 Credits, Elective								
1580	Broadcast Video Production 2 1.000 Credits, Elective	~							
		Search Clear)	A max	cimum of 2 Alte	ernate	Courses can be assigne	d.	