

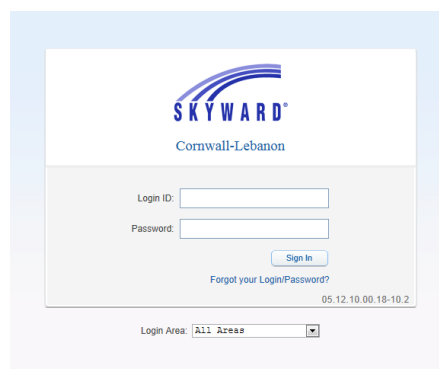
**NEED HELP???** Counselors will be available in the Counseling Office if help is needed with registration or if you do not have internet access at home. The dates are as follows:

Date		Time	Location
Tuesday,	January 30, 2024	2:30-6:00 pm	Counseling Office
Wednesday,	January 31, 2024	2:30-6:00 pm	Counseling Office
Thursday,	February 1, 2024	2:30-6:00 pm	Counseling Office

Online Registration on Skyward will be open from Thursday, January 25<sup>th</sup> at 5:00pm to Friday, February 2<sup>nd</sup> at 8:00pm. Please be sure to log on during this “window” to enter your courses!

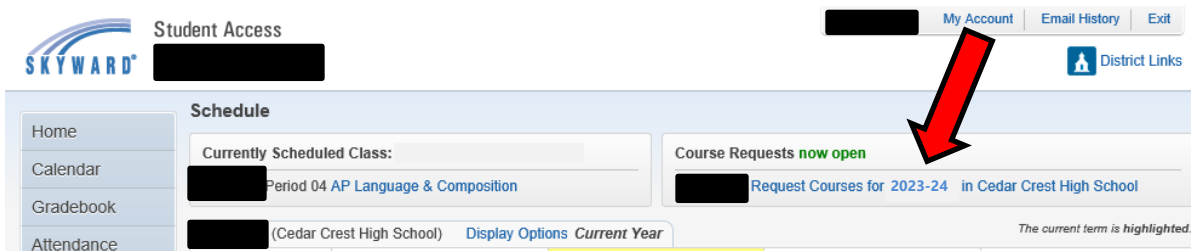
## Online Course Registration Tutorial

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

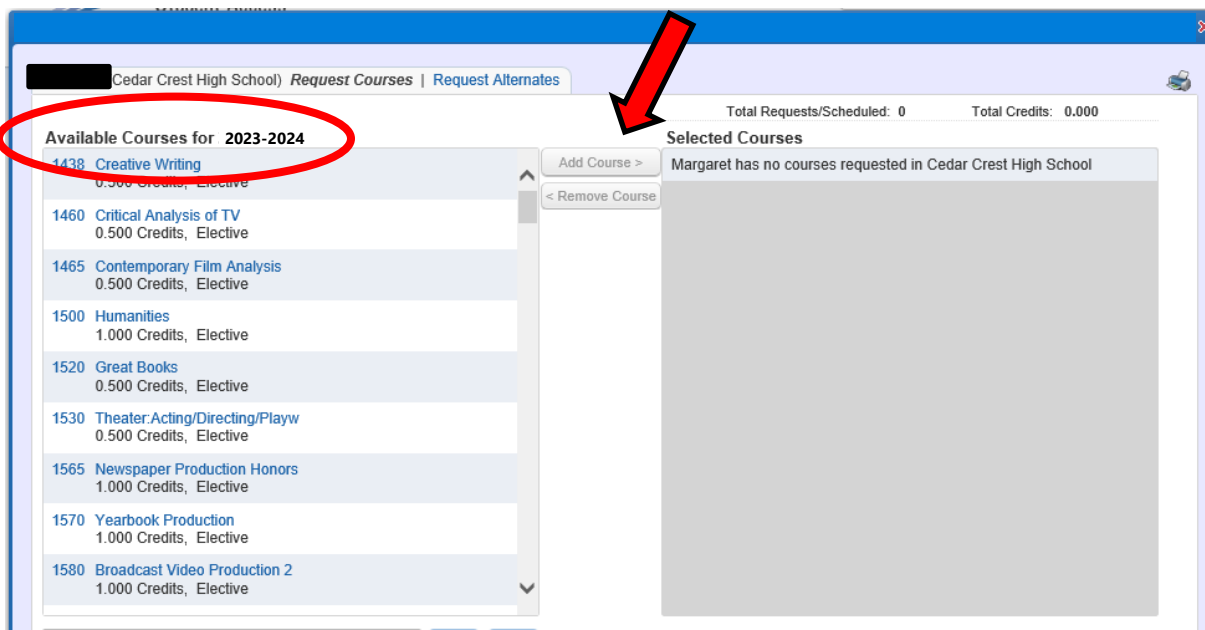


**STEP 2:** If you have students at multiple schools, check the student name. Make sure the “School” says Cedar Crest High School. The following screen appears. Click on “Schedule.”

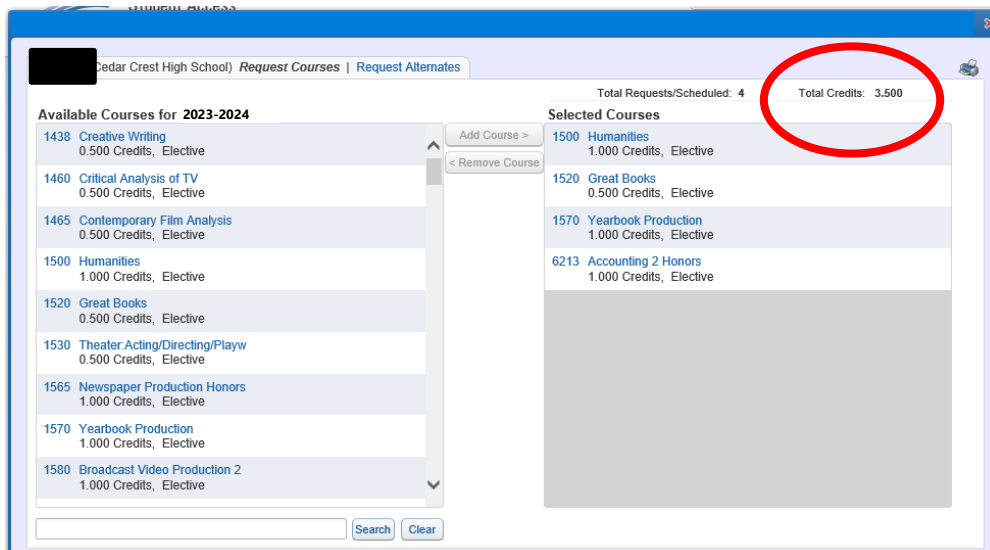
**STEP 3:** On the next screen, click "Request Courses for 2024-2025."



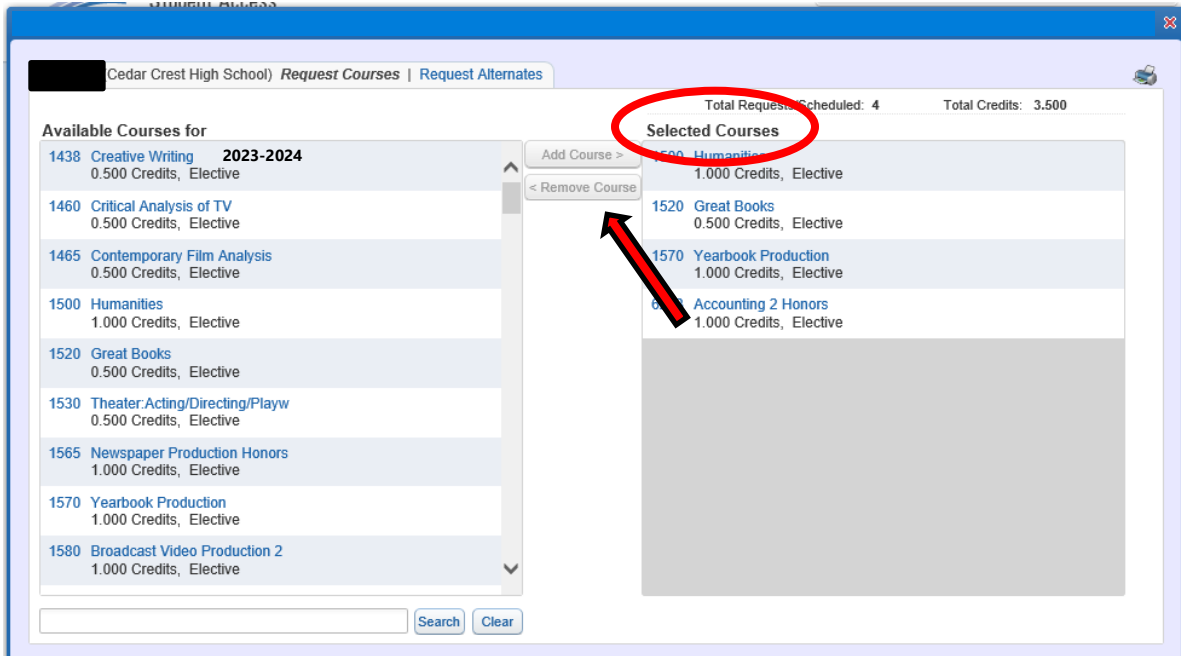
**STEP 4:** To select the courses your student would like for the 2024-2025 school year, click on a course listed in the "Available Course" list and click "Add Course." You will need to scroll down to view all classes. You may also enter course numbers into the search box. Once you have added the course it will appear in the box to the right labeled "Selected Courses." You will need to repeat this process for every course you select.



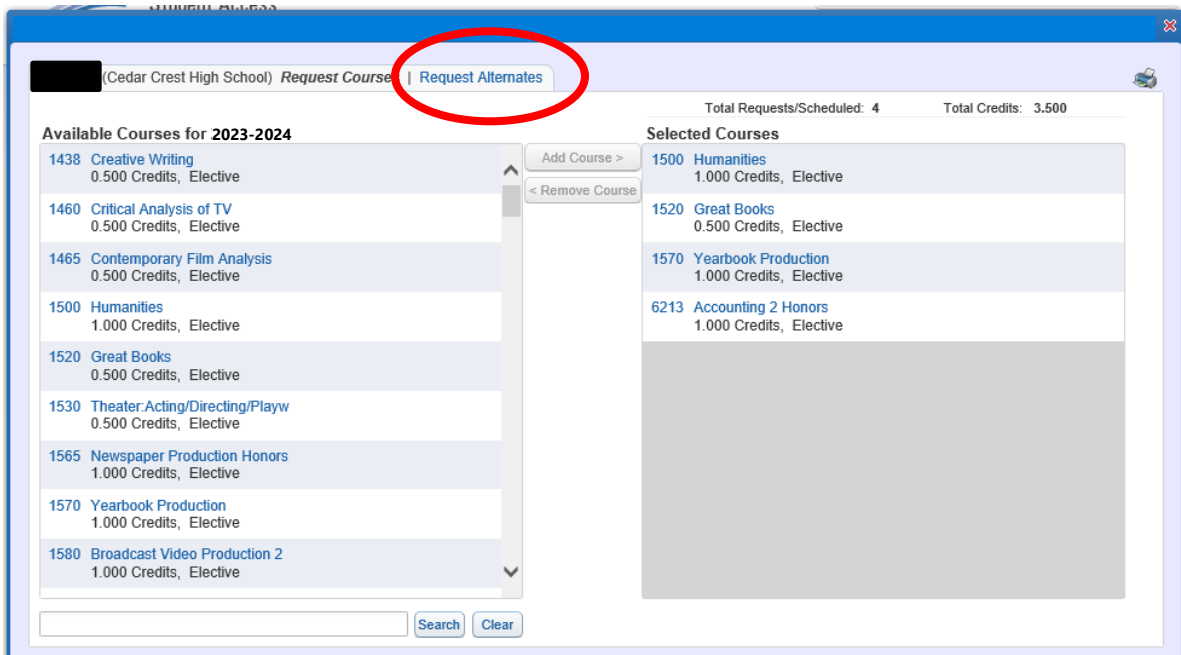
**STEP 5:** As you enter courses, your "Total Credits" will increase. All students must be registered for a minimum of 7.0 credits. Seniors who meet criteria for Senior Option may schedule 6.0 credits.



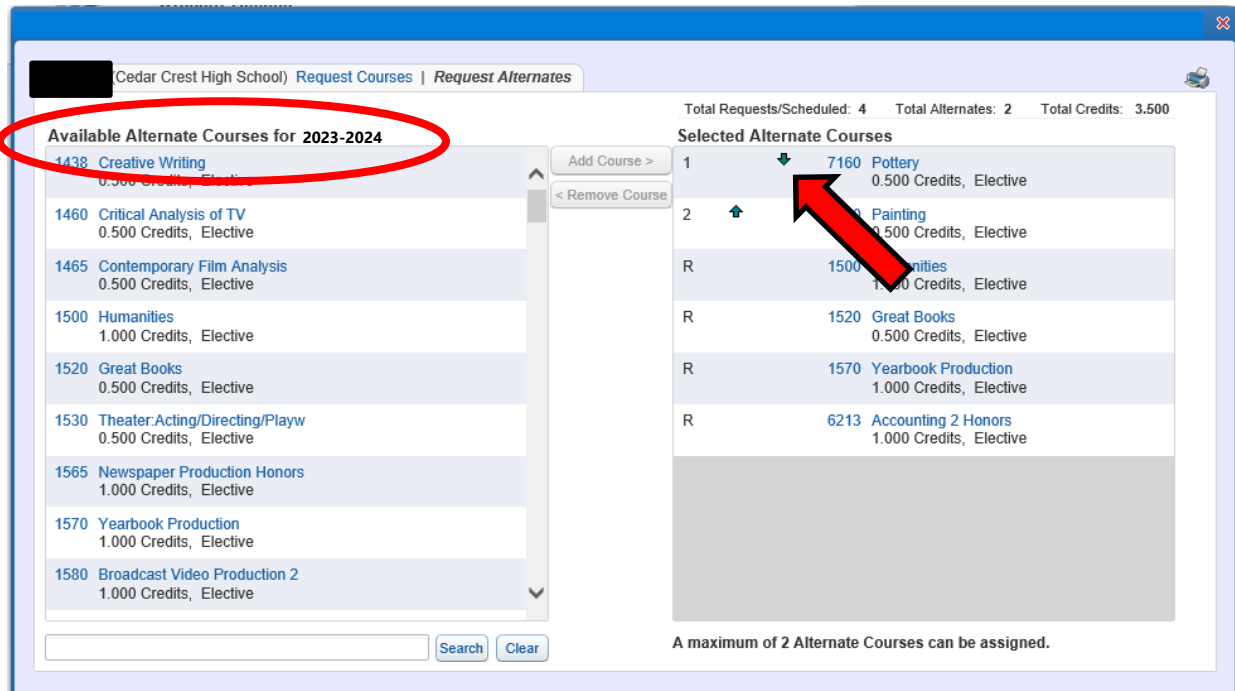
**STEP 6:** In the event that you choose a course by mistake, you may highlight the course in the "Selected Courses" area and click "Remove Course."



**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."



**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 2024-2025 is now complete and you may log out!

