# Computer Registration Instructions

**REGISTRATION FOR THE CLASS OF 2029 (incoming Sophomores)**
**BEGINS MARCH 11th (priority window before next class 3/11- 3/24)**
**Closes to ALL students on Tuesday, March 30th at 3:00 PM**

**The Course Catalog is available on-line for reference:**
**Go to THS website / Academics / Course Catalog**

1. Sign into **Skyward Student access**. Use Student Skyward login and password. If you do not know your Skyward login/password, call the counseling office 425-413-6204 or email mdidonat@tahomasd.us between 7:00 am and 3:00 pm (2:30 on Friday).

2. On the student access tile screen **select the tile that says "Course Requests"**.

3. You will see the course request screen open up. It will display available courses on the left side and a **My Requests tab on the right side.**

4. Select each request by highlighting the course and **click the green circle to add** courses. Students will **add 16 courses**.

5. To remove a course, highlight the course and click the red circle to subtract courses.

6. When finished entering 16 course requests, **click on the Alternates tab at the top** of the page. Alternates will be used if you do not get placed into your primary requests.

7. Please select **at least five alternates**. If not enough alternates are submitted, class vacancies will be filled by school counselors using your remaining graduation requirements as a guide.

8. When finished, **click the Save Course Requests option on the right hand side**. You also have the option to print your selections from this screen if you wish.

9. **After you enter courses in Skyward, turn in your matching registration form** to the teacher of the class you had your registration presentation from the counselors in.

If you need a new copy or your worksheet to complete this step you can access one on the
**Tahoma High School Registration Website (bit.ly/thsRegistration)**