

MIDDLE SCHOOL INSTRUCTIONS FOR ONLINE COURSE SELECTION

If you would like to watch a 3min. video showing you 'How-to' Register please go to LD website - hover over Parents & Students, Click on Registration heading, then press the Play button to watch. Elective Course Video Previews can also be viewed under the Registration heading.

Written Directions on 'How-to' Register

1. Go to the Muskego-Norway Schools web site (www.muskegonorway.org).
2. Hover your cursor over the Schools tab and click on Lake Denoon.
3. Hover your cursor over the Parents & Students tab in the red menu bar.
4. Scroll down to the heading 'Resources' and click on Infinite Campus.
5. Enter your Student's Username: This is your student's School ID Number (800 #).
6. Enter your student's Password: This is your student's 6 digit birth date, unless it has been changed.

If this does not work, please try using your child's lowercase first name initial, lowercase last name initial and 6 digit birth date.

If you or your child has changed their password from either option above and does not recall their new password, then you will need to reset the password. Follow the directions after clicking the Infinite Campus Help button and choosing Forgot Password. Prompts will direct you to reset your student's password.

Once you are in Your student's Infinite Campus Account (or they are in their account)

7. Click on Course Registration – Upper Left-hand column of screen.
8. Click on Course Search – Upper gray menu bar at the top of the screen.
9. Enter the course number from your course selection sheet in the box Course Number then click Go.
10. The course name and number will be listed to the right. Click on course name under "Select course to view."
11. Scroll down and click on the box **Request This Course**.
12. Courses should now be listed on the left side under Requested Courses
13. Repeat steps 8-11 until all courses have been selected. If you make a mistake and want to change a class, click on the course name under Requested Courses and verify that you've selected the course you want to drop and click **Drop This Request**.
14. Use this same process for selecting Alternate Courses - just click on the 'Request as an Alternate' button.
15. When all courses and Alternates have been selected, please Click on, **PRINT REQUEST SUMMARY**, on the top right of your screen. Compare that your requests match your registration sheet.
16. Click on Log Off on the left hand column of screen.
17. **6th grade** Return to your Home Room Teacher the signed Course Selection sheet and your **Print Request Summary sheet**.
18. **7th grade** Return to your Literacy teacher the signed Course Selection sheet and your **Print Request Summary sheet**.