

## Steps to enter courses into MYAP on Infinite Campus

In order to register for next year's classes, you will enter your requests into MYAP (Multi Year Academic Plan). This is a planning tool within your Infinite Campus account.

- ❑ First, complete your **Course Registration Form** based on next year's grade level. Use this form as a guide for entering your requested courses.
- ❑ Next, input your Course Requests into **MYAP in Infinite Campus**. Follow these instructions:
  - Log in to Infinite Campus.
  - Once you log in, click on Academic Planner on the left hand side
  - In the "**Post Grad Location**" field choose "**In-State**" or "**Out-of-State**". Keep in mind that this may change so choose the one that applies to you right now.
  - In the "**Post Grad Plans**" field, choose a plan from the drop down menu. Again, this may change so choose the plan that most aligns with your anticipated plans after high school.
  - Click **Next**. You'll notice the courses that you've completed or the courses you're currently enrolled are already listed
  - You'll also notice that your **core courses** also appear for next year. These are the courses recommended for you by your current teachers. These courses are locked and can only be changed by your counselor. If the course that is listed for you is not the course you'd like to take, **follow instructions on the Course Request Form if you want a course other than listed.**
  - To add courses to your plan, click in the box for each subject area and use the drop down menu to select your courses. The drop down menu includes every Lyons class available in that particular subject area, so be careful to choose the correct course. If you have questions about courses, check the course description in the Student Handbook or talk to your teacher or counselor.
  - If you make a mistake, you can delete a course by clicking on the "X" next to it.
  - Complete your plan by clicking the boxes and adding enough courses to meet the credit requirements for the grade level you'll be next year.
  - **Please ALSO add at least four alternate courses.** These will be your back-up courses in case of schedule conflicts.
  - SENIORS - even though the academic plan shows that you need 3.5 credits, PLEASE add enough credits to show the counter at 6.0 credits and also add four alternates. District policy requires students to have at least six credits and this is also important for athletic eligibility.
  - Once you've added all of your courses, click **Save**. You may see an error message that you haven't planned for enough credits. Go ahead and click "OK". You should only enter requests for next year and not all four years.
- ❑ QUESTIONS or ISSUES? Contact your counselor.
- ❑ CONGRATULATIONS! YOU'VE SUCCESSFULLY ENTERED YOUR REQUESTS INTO MYAP.