## **Course Request Selection through Parent Portal**

- 1. Log into the Parent Portal website at <a href="https://sis.henrico.k12.va.us/public">https://sis.henrico.k12.va.us/public</a>
- On the Parent Sign In page, enter your Username and Password. Click Sign In.
- Click on the Class Registration icon in the Navigation section on the left. \*NOTE: The Class Registration icon will not appear until the designated day set for the beginning of the course selection process.

Parent Sign I	n .	
Username		
Password		
	Having trouble signing in?	
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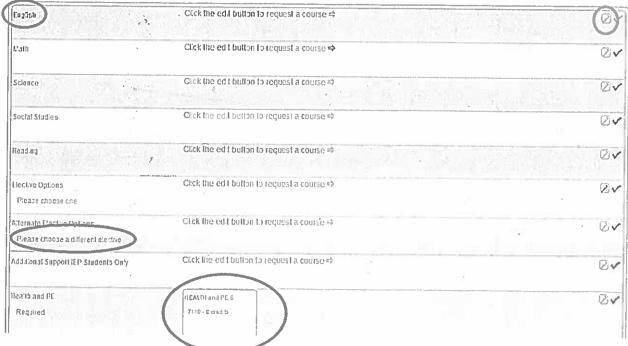
4. Check the top of the screen to make sure that the correct school name appears. For Rising 6<sup>th</sup> and 9<sup>th</sup> grade students, this should be the name of their new middle or high school. All other students should



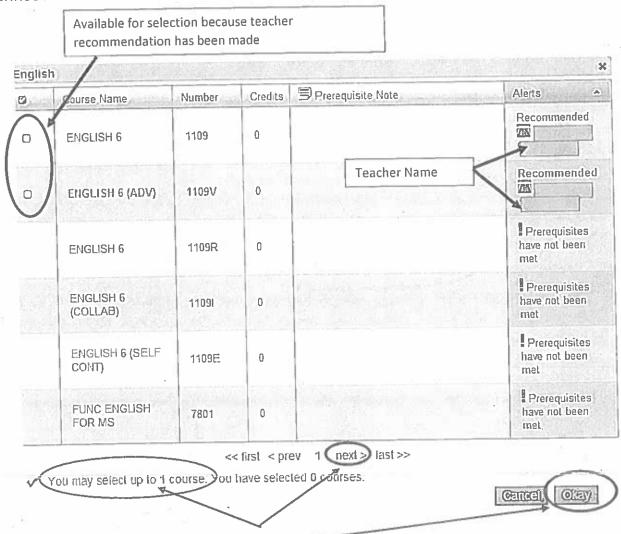
new middle or high school. All other students should see their current school. If the Class Registration icon does not appear or the school name is incorrect, contact your student's School Counseling Department. Example:

Welcome to the Brookland Middle School class Registration System for 2017-2018

5. The class registration screen will be displayed on this page. Listed on the left side of the screen will be course subject areas. Example: English, Math, Science, etc. On the right, you will see a pencil icon. Be sure to read any directions or notes listed with each subject area to ensure you are making selections correctly. To make a course selection, click on the pencil icon opposite the subject area. In some circumstances, a course (such as PE below) may have been pre-selected for your student.

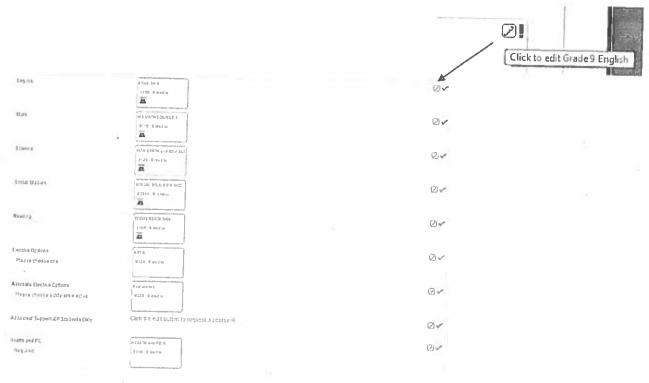


6. Clicking on a pencil icon opens a window showing possible course selections. Core courses (English, Math, Science, etc), as well as some electives, require a teacher recommendation in order to be selected. The name of the teacher that made the course recommendation for your student will be displayed on the right. Select the desired course by clicking in the box to the left. Courses that have no check box cannot be selected.



7. Be sure to click **Okay** at the bottom right when your selection has been made. You may have to scroll down in order to see the **Okay** button. **NOTE**: Some screens, such as electives, may require you to scroll to "next" to see all course selection options available to you. Some screens may also require you to choose more than one subject if two elective choices are available or you are picking two semester courses.

8. When you have completed all course selections, your page will show a "box" on each subject line for which you have selected a class. In some cases, you may be required to make multiple selections in a subject area. This will cause multiple "boxes" to appear on the screen and could cause confusion about which "pencil" icon to click. Place your cursor over a pencil icon, and a window will appear showing the subject area to which that "pencil" is attached.



9. After clicking Submit, you will get a message that says "Changes Recorded". To view a list of your requests, click on the Class Registration icon on the left. This will open your course screen again. At the top of the course screen click on the link that says "View course requests". A list of requests will appear. You may print this page by clicking on the print icon located on the far right end of the Navigation bar.

Crs Hum   Course     1 1106   TEENS READ GRG	*		
TEDIO ICEAN GIG	Type Required	Crillis Prerequisite Notes	
2 1 jC3 EHG-ISH 6	Regural	1 Cu	
3 23 IV SOCAL STUDIES 6 ACC	Regured	1 00	
4 3110 MS MATH COURSE I	Required	1 00	
5 4105 BITR EARTH and ENVISOR	Required	1 00	
6 7110 REALTH and PE 6	Regurad	100	
7 9101 . ART 6	Elective	100	
al Credit Hours Requested		1.00	