Instructions for Registering in Skyward

7. Login to your Skyward account
8. CLICK **"schedule"**
9. CLICK **"Request Courses for 2021 in your high school"**
10. At the bottom of the screen, enter each **required** and **elective** course you want, one by one:
    - Enter the 4-digit course number
    - CLICK "search"
    - Your course should appear.
    - CLICK on the course
    - CLICK "add course" (course will appear in the box to the right)
    - REMEMBER: all your **required** and **elective** courses go here!!!
    - If you make a MISTAKE: CLICK on the course in the box to the right and CLICK "remove course"
    - Your **"total credits"** (above the column to the right) should be between 6-7.5 credits based on what you signed up for
11. CLICK the **"Request Alternates"** tab
12. Repeat step #4 (Notice that your **"total credits"** from the "request courses" tab do not change when you add alternates)

- Your alternates will appear numbered in the box to the right
- Your required and elective courses will have an "R" (for "requested") in front of them
- Double check all of the courses you selected

- **There is no SAVE button.** It will save automatically.
- Click out of the registration screen and logout.