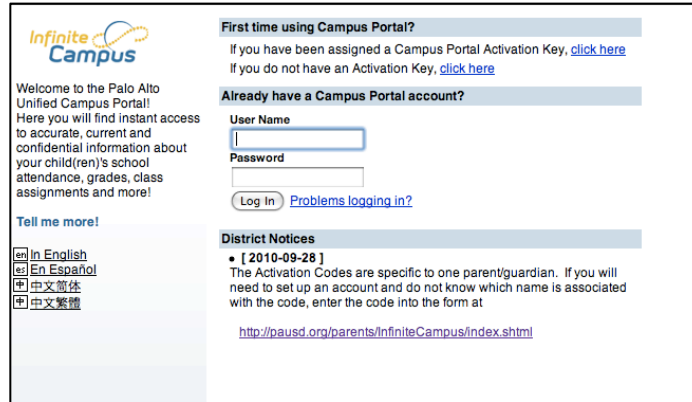


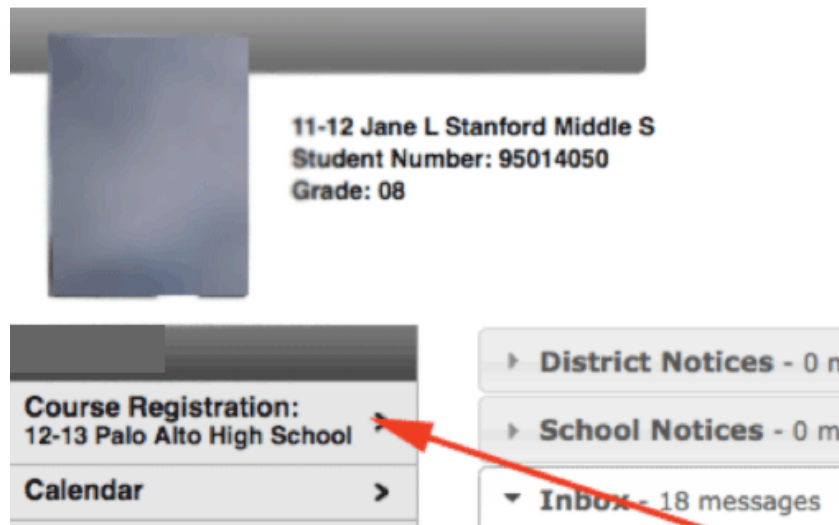
Palo Alto High School - Requesting Courses through Infinite Campus

1. Go to the Infinite Campus Student Portal Site

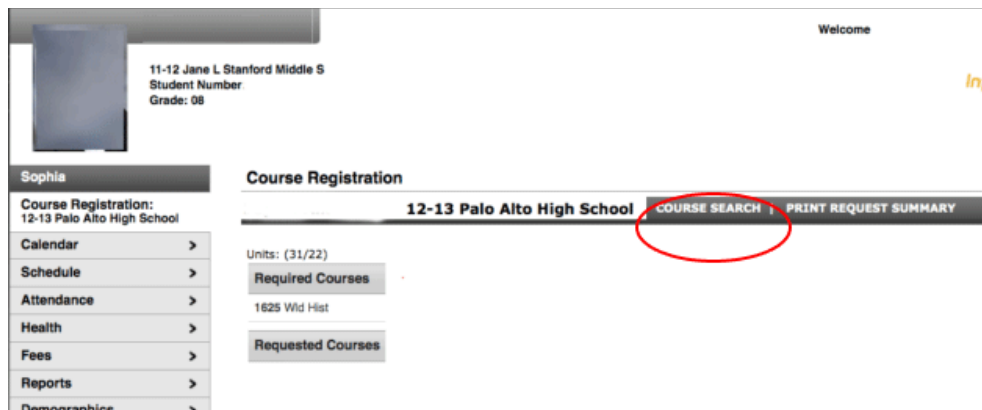
- Enter <http://icportal.pausd.org> into browser OR Go to www.paly.net and click “Infinite Campus”
- Log on using your username (student ID) and password.



2. Click on “Course Registration for Palo Alto High School”

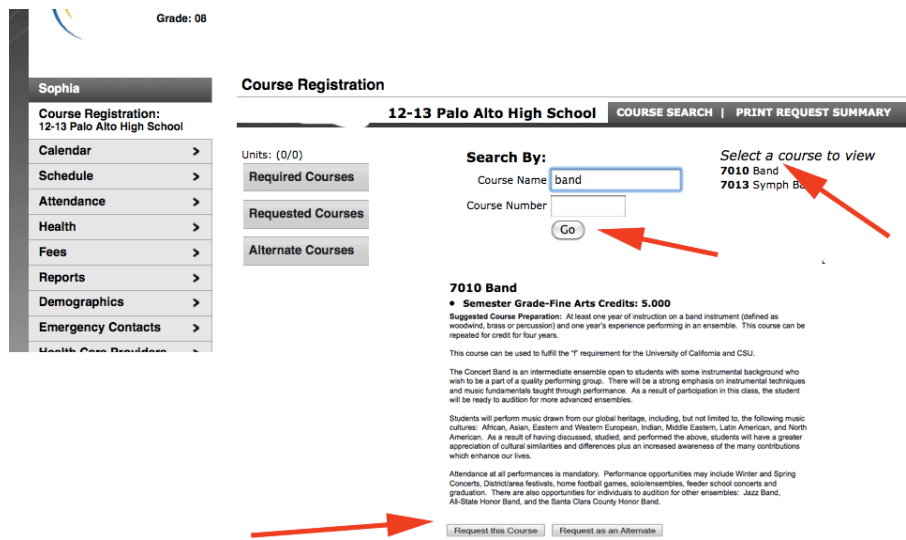


3. To Request courses, click on the “Course Search” tab



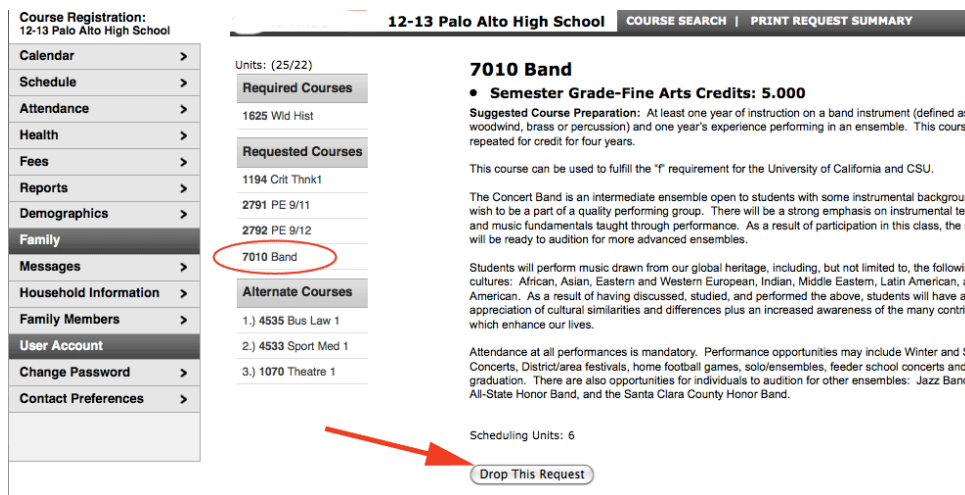
4. Type the first few letters of the course as it is listed in the Course Catalog and Course Selection Form and click “Go”.

- Select a course from the list that appears at right.
- Click “Request this Course,” or “Request as Alternate.”



5. The new course will appear on your list

- You may delete any requested or alternate course by clicking on the course and selecting “Drop this Request”
- Choose **THREE** alternates in order of preference. They will be ranked in the order chosen.



6. Once you have selected all of your courses:

- Click the “PRINT REQUEST SUMMARY” tab at the top right of the window



- Print the summary, sign and date it. Print an extra copy for yourself, because you will NOT be able to see it after the window closes.
- Have your parents sign and date the summary.
- The window for online course requests will close on February 9. Return your printed Request Summary to the Guidance Department at your current school.