

Infinite Campus Portal – Online Student Registration

Student Registration Portal Process

Student registration for courses (next school year) can be completed from a home computer, in the school lab, or from any computer to which you have access. Students must have an Infinite Campus portal account and password.

Directions:

Step # 1 Enter your **Username** and **Password** on the portal login screen:

<https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp>

Step #2 Click the **Login** link. You are now on the main portal page.

Step #3 Click the **Registration** Option from the index on the left of the screen.

Step #4 Review the list of **Required Courses** listed on your portal. These courses have already been entered by a teacher, counselor or school administrator and cannot be changed on the portal. If you have questions regarding a Required Course, contact your school for more information.

Step #5 The **Total of Units** needed to complete the registration process can be found directly above the Required Course list. (Total Units will vary with each school, check with your school for exact units.)

*Example: **Units (08/16)**. Each semester course and each semester of a year long course is equal to one unit.*

- The first number (**08/16**) tells you how many units have been registered.
- The second number (**08/16**) tells you how many total units are needed to complete registration.
- Both numbers should be the same when you are finished choosing your courses (**18/18**).

Step #6 **Begin selecting your courses for the next school year.**

1. Click the **Course Search** link and a search screen will appear.
2. **Enter** either a **Course Name** (English) or **Course Number** (# 057011).
*Note: Courses can be searched by the **Course Name** or the **Course Number**.*
3. Click the **GO** button. Matching course names will appear to the right.
4. Click on **any course** listed to view the course description.
5. To **request this course** as part of your schedule for next year, click **Request this Course**. Courses can also be requested as **Alternate Courses*** by clicking the **Request as an Alternate Course** button.
**Alternate Courses are substituted if a Requested Course cannot be placed in your final schedule.*
6. **Year long courses** will have two course numbers. One will end with a “**1**” and the other with a “**2**”. Be sure to request both semesters.
Example: Accounting 1, # 037111 (1st semester) and Accounting 1, #037112 (2nd semester)
7. You are **finished choosing your courses** when the **Units** are completed, **Units (16/16)**, and you have chosen **four Alternate Courses**.

Step #7 **Print your list of requests** by clicking **Print Request Summary**.

Step #8 **Sign** the printed **Request Summary** and have your **parent/guardian sign** it also.

Step #9 You are now finished registering online. To prevent others from accessing your portal and changing your requested courses, be sure to click the **Log Off** option in the Index, rather than closing the browser. This will end the session and bring you back to the login screen.

Step #10 **Turn in your Request Summary with your Registration Worksheet. Check with your school for the exact date and time.**