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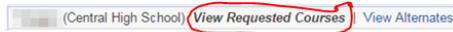
# Using Skyward to register for your freshman year classes.

1. Log in to your Skyward account @ <https://skyward.portageps.org>
2. Use the schedule tab on the left.

3. Go to “Course Requests” on the top of the screen.



4. Click on “View Requested Course.”



5. On the left hand side of the screen will be the list of courses you may pick, which are listed by department.

6. You can scroll through the list or use the search box at the bottom of the course catalog. **The courses recommended by your teacher have an asterisk\*.**

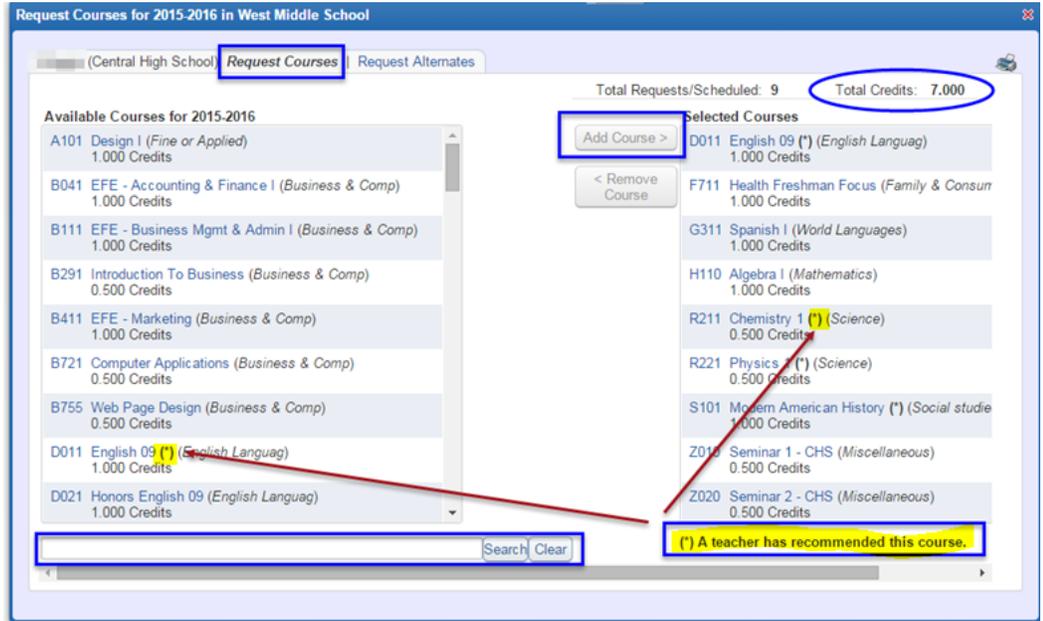
7. On the right hand side of the screen is the window that shows the courses you are requesting.

8. Click on a course...

9. ...using the add button in the middle, add classes to your course request window.



*If you make a mistake in adding a class, use the remove button.*



10. Using your course request contract, pick the classes you will take for next school year. You will need to request **7 credits**. The total of credits requested will be in the top right hand corner of our course request window. (See NOTE below.)

11. **The teachers have made recommendations. Those teacher recommended courses have an asterisk\* beside them. You must take the core recommended class, unless you bring in a parent signed course request contract that states a different level from what the teacher recommended. We will follow the parent signature, if it is different than the teacher recommendation.**

12. Next, be sure to fill in the alternate requests. This “Request Alternates” tab is on the top of the screen, next to “Request Courses.”

13. You will need to put in all three alternates. Remember, the alternates are in order of priority. Be sure to put your first choice first. We will use these alternates if needed.

**NOTE: If you want a semester class for the full year, you will need your counselor to add this in for you. For example, one class that many students take all year is weightlifting. You can add in the weightlifting class one time. If you want that class a second time, the counselor will add that in for you. Be sure to list the class two times on the course request contract.**

