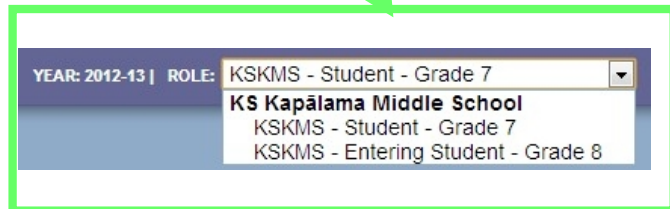


## GETTING TO REGISTRATION IN KS CONNECT

After you login...



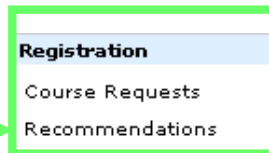
Switch your role from  
"Student – Grade 7" to  
"Entering Student – Grade 8."



YEAR: 2012-13 | ROLE:

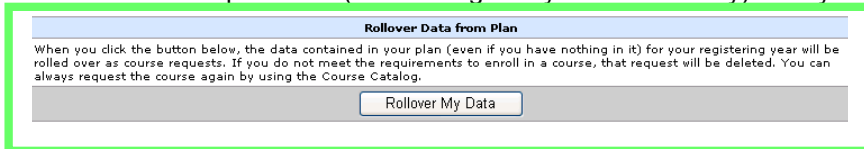
KS Connect title will now be GREEN

The tasks for registration will appear. You will only see "Recommendations" and "Course Requests"



After clicking on Course Requests...

1. Rollover their plan data (even though they won't have any). They still need to hit the button.

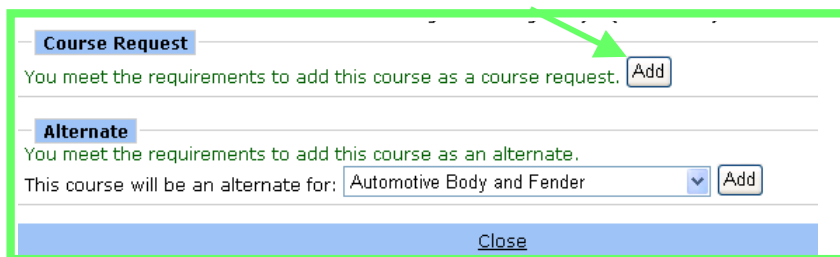


2. Click on "Course Catalog."



3. Look through the elective courses that will be offered next year.

4. Add course as "course request" or "alternate".



5. Hit close.

6. The course requests screen will refresh with everything that has been added (*sample below*)

Course Requests for Grade 08

**Registration not complete!**

Rank	Course	Title	Department	Term	Solids	Credits	Alternates	
<b>Required</b>								
<b>Non-Required/Electives</b>								
List your non-required/elective courses in order of your preference. Use the "Up" and "Down" links to move a request up or down your list. The scheduler will attempt to get you into your highest ranked courses above your lower ranked ones, should requests need to be removed.								
1	KM08510	Hawaiian 1B	Languages	YR		4.00	N	Delete
					Total:	0 / 0	4 / 4	
<b>Alternates</b>								
List alternates that you will be willing to take as you will more than likely end up in one of them. Please also make sure that the alternates are listed in the order of your preference. Use the "Up" and "Down" links to move an alternate up or down your list.								
Alternates Needed For List: 0   Alternates Needed For Requests: 0   Minimum 0 Solid Credits: Yes   Required 4 Credits: Yes								

7. Click the "Finalize Choices" button when done.

