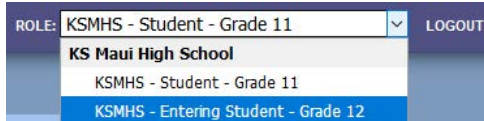




GETTING STARTED

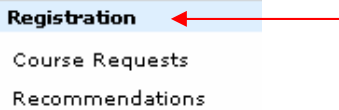
1. Login to KS Connect (<http://connect.ksbe.edu/>).
2. Switch your role to your rising grade level.



The KS Connect header will turn green and the school year will change.

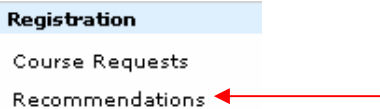
KS Maui High School

3. Click on "Registration" if not already revealed.



VIEWING RECOMMENDATIONS

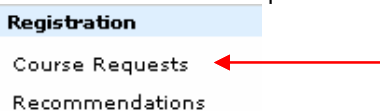
1. Click on "Recommendations."



You will now see a list of recommendations made by your teachers. These recommendations will allow you to get into courses that require them.

BUILDING A LIST OF COURSE REQUESTS

1. Click on "Course Requests."



2. Click on "Rollover My Data."



Students who completed their KS Plan prior to Registration, please go to step one of the "FINALIZING YOUR CHOICES" section of this handout.

3. Students who need to select courses, click on "Course Catalog."



4. Select a subject area in the first column, "Departments." A list of courses will appear for that subject area.

5. Select a course. A description will appear in the last column. The bottom area will refresh with your option to add the course to your list of course requests.



6. Confirm that the course was added to your list of Course Requests. Then look for another course.

7. When finished, click the "Current" tab.

8. The list of course requests will refresh with your additions. You may delete any choices at this point.

Course	Title	Department	Term	Solds	Credits	Alt.	Course
MH0236	English 12		SK		1.00	N	Delete
MH0243	Pre-Calculus with Trigonometry		YR		1.00	N	Delete
MH0582	Accounting		SK		1.00	N	Delete
MH0645	Entrepreneurship - Kie Kulelo		SK		1.00	N	Delete
MH0187	Modern World History		SK		1.00	N	Delete
MH0238	Hawaiian 4		SK		1.00	N	Delete
				Total:	0 / 0		0 / 6

9. For Seniors and Juniors, please ensure that you have declared your Academy.

Course Requests for Grade 12

Academy Declaration	
Primary:	Information Technology
Secondary:	Arts/Communication - Performing Arts (Music)
Change	

FINALIZING YOUR CHOICES

You have met all of the requirements required for registration when the "Finalize Choices" button becomes clickable.

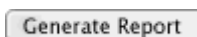
1. Click the "Finalize Choices" button when you are finished.



GENERATING THE REPORT

Please printout your Registration Report and submit to your Grade Level Counselor. ONLY Student Signature is required.

1. Click the "Generate Report" button.



2. Print the next screen that appears.