KS CONNECT INSTRUCTIONS

Student Registration (Day Of Registration) Page 1 of 1



GETTING STARTED

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

ROI	E: KSMHS - Student - Grade 11	~	LOGOUT
	KS Maui High School		
	KSMHS - Student - Grade 11		
	KSMHS - Entering Student - Grade 12		

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

KS Maui High School

4

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

Registration

Course Requests

Recommendations

VIEWING RECOMMENDATIONS

1. Click on "Recommendations."

Registration

Course Requests

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."

Registration

Course Requests ┥ Recommendations

then you click the button below, the data contained in your plan (even if you

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." 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.

Add Course - Intro t	o Digital Arts & Design (MH04151)
Course Request	
Add You meet the re	quirements to add this course as a course request. Add 🚽

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.

	little	Department	Term	Solids	Credits	Alt.	
MH02136	English 12		SX		1.00	N	Delete
NH01243	Pre-Calculus with Trigonometry		YR		1.00	N	Delete
NH05382	Accounting		SX		1.00	N	Delete
NH09645	Entrepreneurship - Ke Ku'ono		SX		1.00	N	Delete
NH03157	Modern World History		SX		1.00	N	Delete
NH02238	Hawaian 4		SX		1.00	N	Delete
Alternates Needed: 0 Ni	iniumum 0 Solid Credits: Yes Required 6 Credits: Yes Declared Academic	151 No	Total:	0/0	6/6		

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

ademy De	claration		
Primary:	Information Technology	~	
Secondary: Arts/Communication - Performing Arts (Music)			

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.

Finalize Choices

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.

Generate Report

2. Print the next screen that appears.