

KS CONNECT INSTRUCTIONS

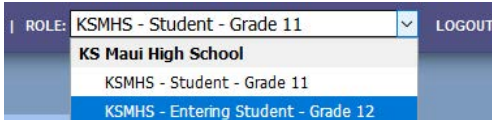
Student Registration (Prep Support Before Registration)

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GETTING STARTED

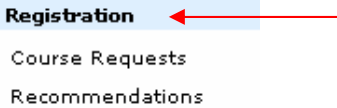
1. Login to KS Connect (<http://connect.ksbe.edu/>).
2. Switch your role to your rising grade level.



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

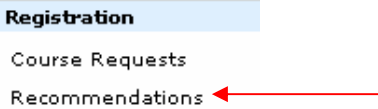


3. Click on "Registration" if not already revealed.



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 "Plan."



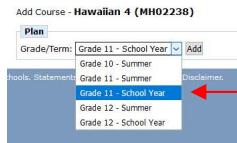
2. Click on "Course Catalog."

		Current Grade Grade 09	Registering Grade 10	Planning Grade 11	Planning Grade 12
Summer					
Summer Total		0.00	0.00	0.00	0.00
Requirement	Credits	Grade 09	Grade 10	Grade 11	Grade 12
Courses	*	1.00 Algebra 1 1.00 Biology 1.00 Chemistry 1.00 English 9 1.00 Hawaiian 2 0.50 Hawaiian C 1.00 Hawaiian 1 0.50 PE 9 0.50 Speech Com 0.50 Theater			
Solid Total	0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00
Year Total	19.50	8.00 / 1.50	0.00 / 6.00	0.00 / 6.00	0.00 / 6.00

*Minimum elective credits depends on date entered.

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

4. Select a course. A description will appear in the last column. The bottom area will refresh with your options to add the course to your list of course requests. Select the Grade/Term you are registering for and press "Add."



For example, if you are rising 11th grader, you will select "Grade 11 - School Year."

6. Confirm that the course was added to your Plan. Then look for another course. You are able to edit your plan prior to registration.

7. When finished, make sure that you have registered for the appropriate amount of credits for your grade level.

8. The list of courses will display in your Plan.

		History Grade 09	Current Grade Grade 10	Registering Grade 11	Planning Grade 12
Summer					
Summer Total		0.00	0.00	0.00	0.00
Requirement	Credits	Grade 09	Grade 10	Grade 11	Grade 12
Courses	*	0.00 Biology 1.00 Algebra 1 1.00 Math Applications 0.00 English 9 0.00 Speech Comm 0.50 Mo'omeheu Hawai'i - Hawaiian Culture 0.50 Phy Education 9 0.50 Freshmen Seminar 0.50 Freshmen Seminar 1.00 Hawaiian 1	0.50 Allika'Alina 1.00 Biology 1.00 DigArtsDes 1.00 English 10 1.00 Geometry 1.00 Hawaiian 2 0.50 Hula 1 0.50 PE 10 0.50 Personal H 1.00 US History		
Solid Total	0.00	0.00 / 0.00	2.00 / 0.00	0.00 / 0.00	0.00 / 0.00
Year Total	19.50	5.00 / 1.50	8.00 / 6.00	0.00 / 6.00	0.00 / 6.00

*Minimum elective credits depends on date entered.

For example, if you are rising 11th grader, your planned courses will display in the "Registering" column of your "Plan."

PREPARED

You have now prepared your Plan for Registration. Please refer to the **KS Connect Student Registration (Day Of Registration) Instructions** when registering on your designated dates for the upcoming school year.

You can now log-out of KS Connect.