

2016-2017 Windsor High School Online Registration January 27 – February 9

Instructions for selecting courses on Infinite Campus:

1. Go to whs.weldre4.org
2. Go to Campus Portal.
3. User Name = First Initial Last Name & Graduation Year (ex: jsmith20)
Password = Password you have set
*If a student hasn't changed it, it will be #SMSstudentnumber or WMSstudentnumber depending on the school (ex: #WMS57823)
**Students will not need an authorization key in order to log in.*
4. Click **Log In**.
5. Click on **Course Registration: Windsor High School 16-17** located on the left side of the screen.
*Please note that required courses have already been assigned and are listed in the **Required Courses** Section. You will not need to register for these courses.
6. Click on **Course Search** located at the top of the screen.
7. Enter a course name or course number. Click **Go**.
8. Course search results are listed on the right. Click on course to see description.
9. Click on **Request this Course** to add course to your schedule.
OR
Click on **Request as Alternate** to add course as an alternate selection.
10. To remove a request, click on the course under **Requested or Alternate Courses**, then click **Drop this Request**. You may not drop required courses.
11. Registration is complete when **Units** indicate 16/16 and there are 4 **Alternate Courses** listed.
12. When finished, click **Print Request Summary**.
13. **PARENT/GUARDIAN MUST SIGN THE PRINTED REQUEST SUMMARY.** Turn in signed summary to the WMS/SMS Counseling Office by Tuesday, February 9th.

If you are having difficulties with your Infinite Campus account, please email our support team at

ICsupport@weldre4.org