

River View Intermediate and Middle School **On-Line Registration Procedure**

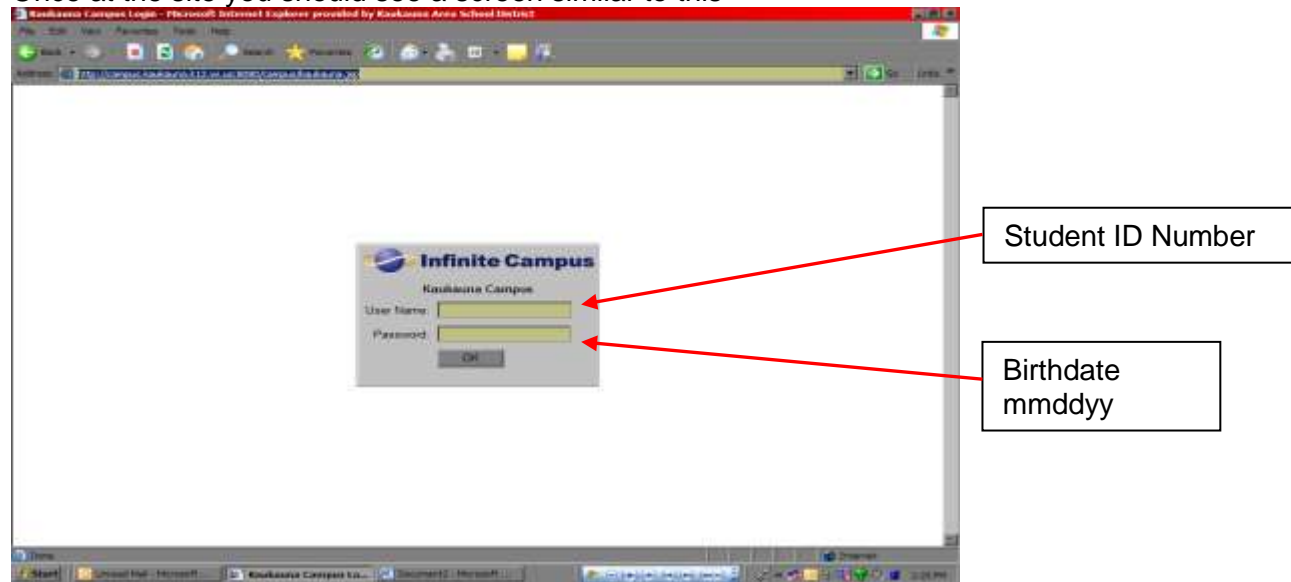
Students currently enrolled in grades 5, 6, and 7 will be allowed to register online starting December 7th. Required courses will already be listed. The registration window will remain open through Sunday, December 12th.

Don't worry about messing this up. Students will be reviewing their requests with guidance and administrative staff beginning December 16th.

Step 1 - Log on Procedures – going to the KASD website www.kaukauna.k12.wi.us and selecting either Parent/Student Portal and then Student Portal or parents selecting Parent Page and then selecting the different applications they can access. Once selecting Student Page and then Student Portal you may begin. Another option is to type in the URL, as listed below, rather than completing the steps above...

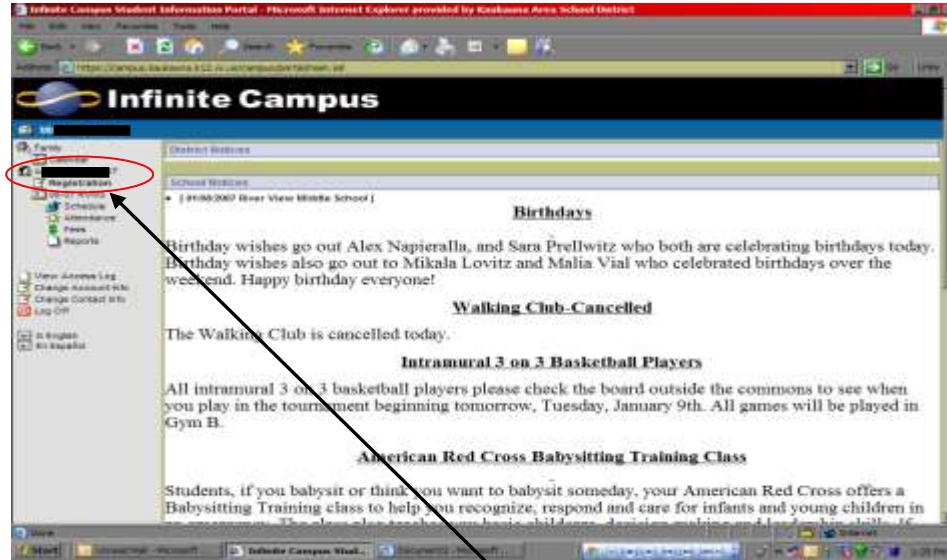
<http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp> .

Once at the site you should see a screen similar to this



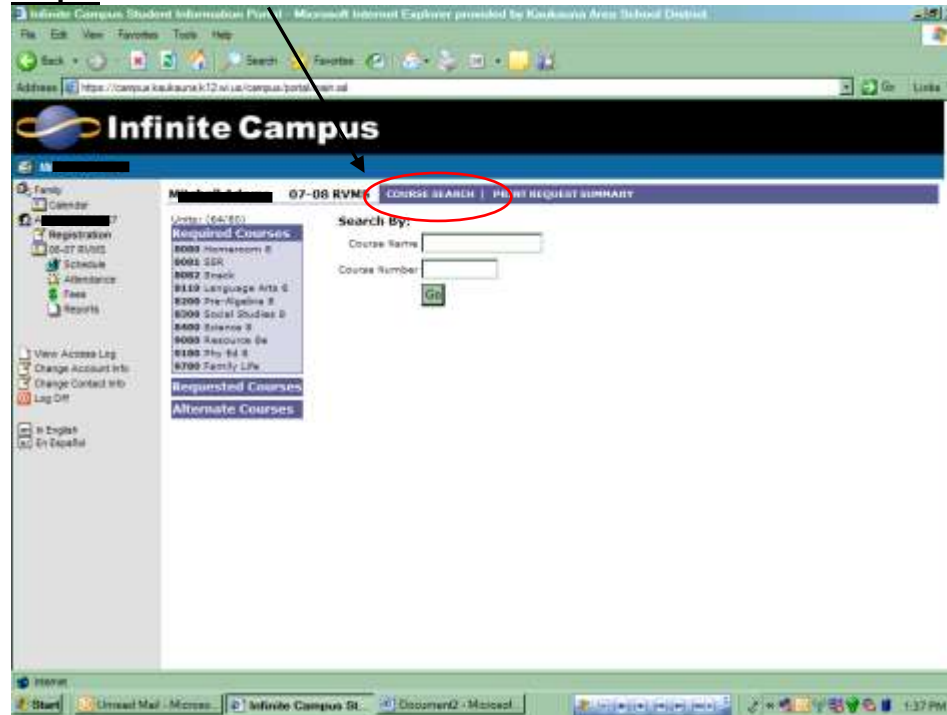
- Enter the student's user name and password.
 - The user name is the student's ID number (*this is the same number students use for their lunch code and is also on top of their student schedule*)
 - The password is the student's birthday in the following fashion mmddyy (*do not use any spaces, hyphens, or backslashes; only the two digit day followed by the two digit month, followed by the two digit year. If your child changed his/her password, they will need to use the same password they use to check grades or lates at school.*)

You should see a screen like this

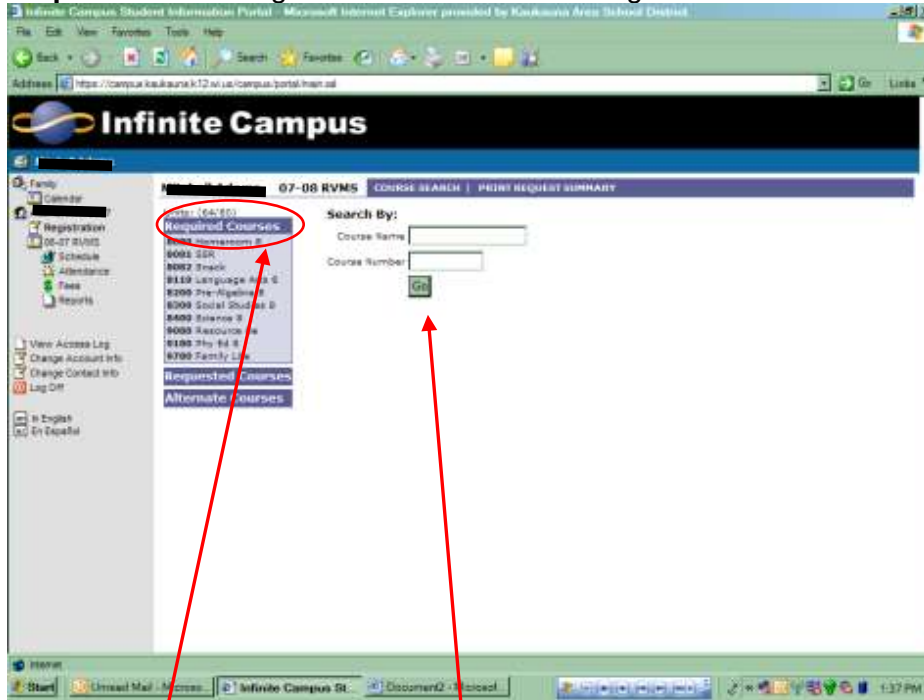


Step 2 - The Registration button is on the left. Click on the word **Registration**

Step 3 - Click on **Course Search** on the blue line next to the student's name



Step 4 - After clicking on Course Search the Registration screen is this

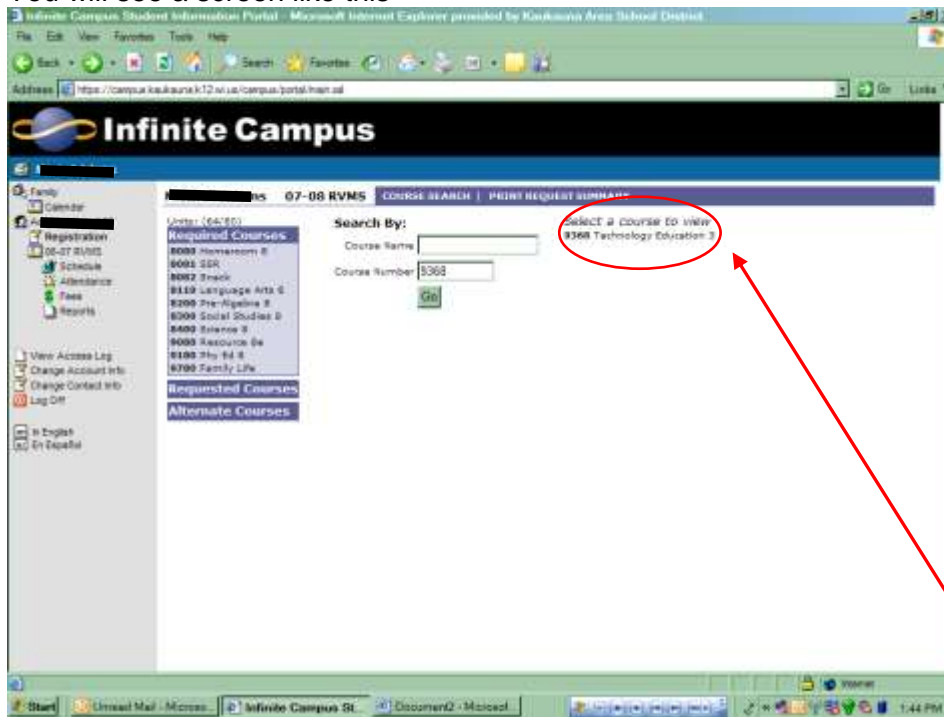


- Required courses are already showing in the blue box.

Begin entering courses...

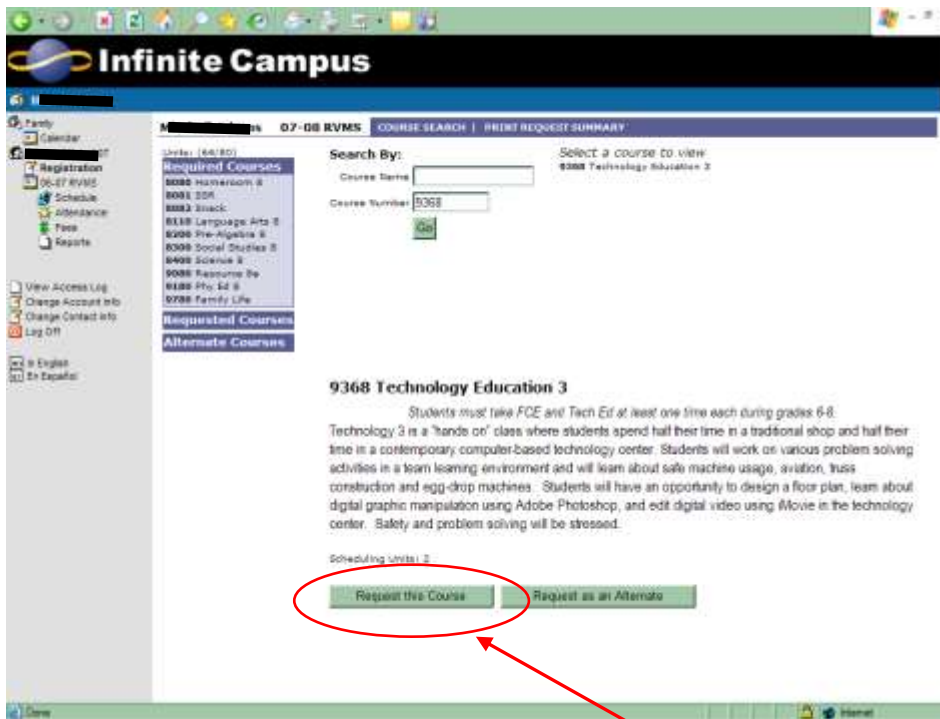
- Enter the Encore courses you have chosen. You should first begin with those courses in Step One on your course request sheet (Band, Music, Art, etc.). **Type in the requested course number here and click the GO button or press enter.**

You will see a screen like this



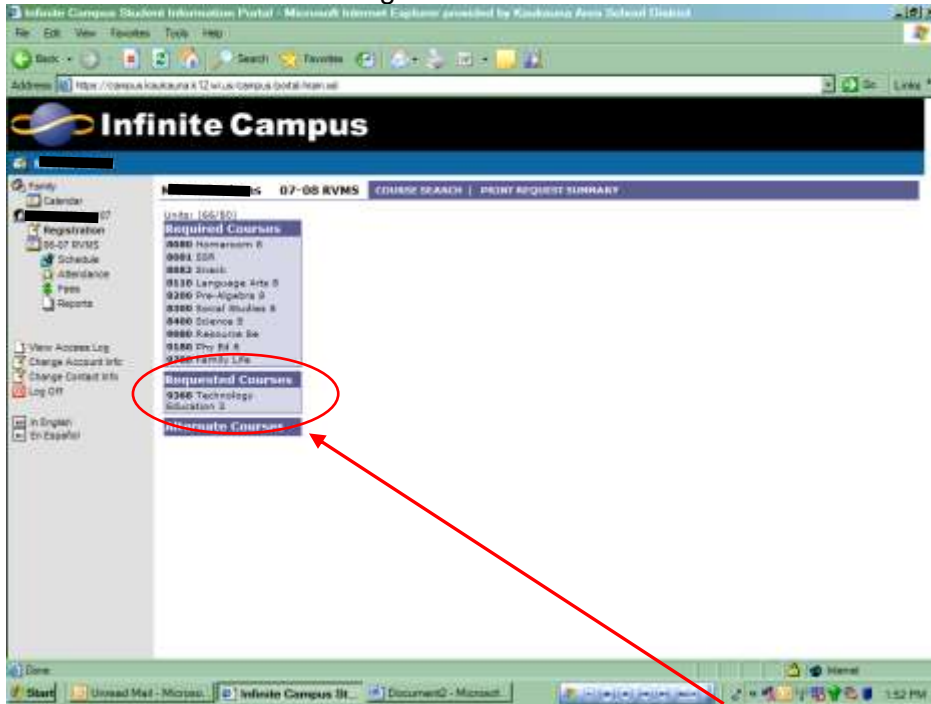
Step 5 – The course that you are wishing to take should appear. **Click on the course name, as shown in the circle above.** If you realize you had entered the incorrect course number, simply go back to step 4 and reenter the correct course number.

You should see a screen like this



Step 6 - After reading the description click **Request this Course** if it is the class you were looking to enter. If you realize you had entered the incorrect course number, simply go back to step 4 and reenter the correct course number.

You will see the screen change to this

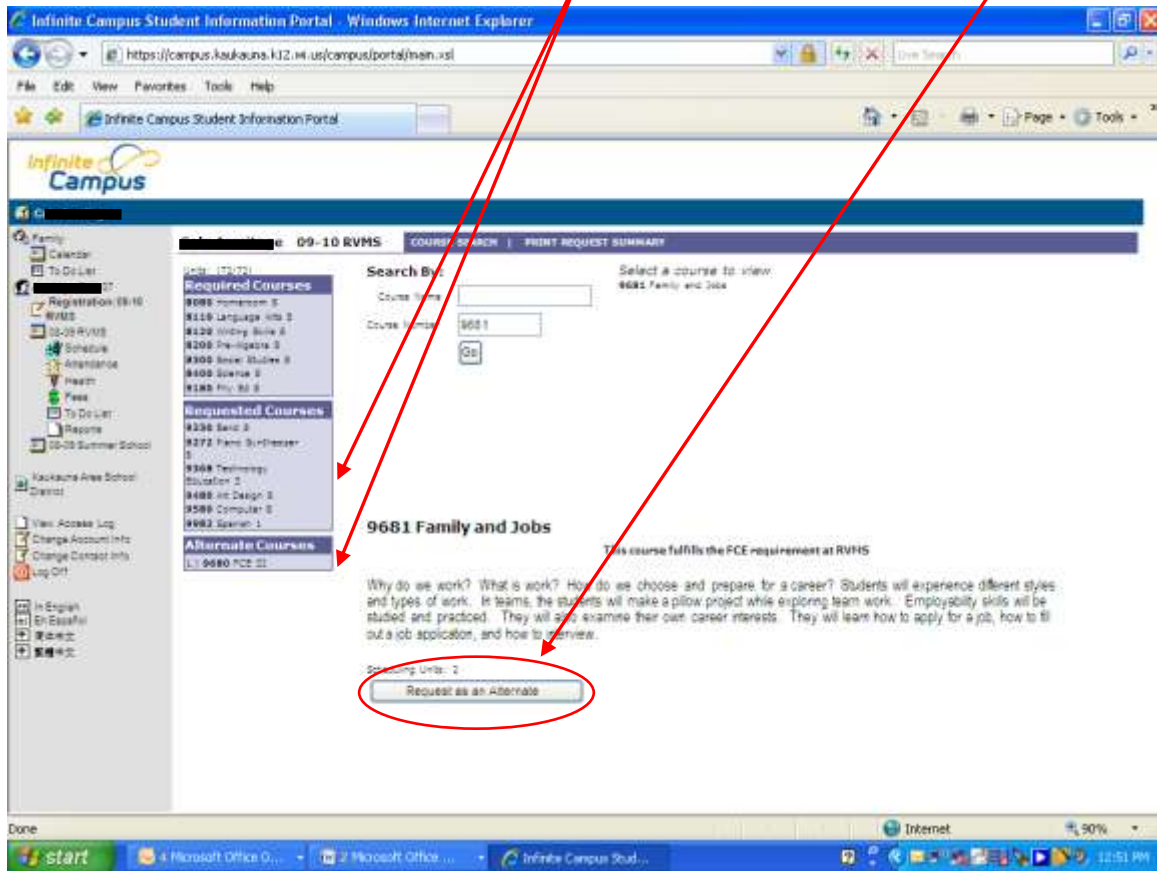


If you make a mistake you can click on the class in the blue box and a description of the class will appear on the right with a box saying **Drop this Request** will appear. Click on this box (Drop this Request) and the class will leave the blue box.
If you experience any troubles/errors, corrections can and will be made when meeting with the Administrators/ Guidance Counselors beginning March 15th.

- The class you added should now be listed on Requested Courses blue box.

Step 7 - Repeat Steps 4, 5, and 6--Enter your ranked **Encore courses** (those listed in Step 2 on your course request sheet) beginning with the course you ranked as number one. **ALL courses, even those beyond your first choices, must be ranked and entered following steps 4-6. Select "Request this Course" until that is no longer an option.**

As you enter all of your ranked Encore courses, you may eventually only be given the choice of Request as Alternate. **When that is the only choice given, as shown below, choose Request as Alternate until all courses are entered and all courses show in the three blue boxes.**



***** Students will be meeting with administrators/counselors beginning the week of December 15th to review what has been entered and finalize the requests. *****