

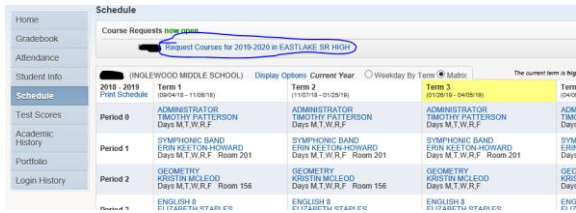
# HOW TO REGISTER USING SKYWARD 2019-2020

## PART 1: HOW TO ACCESS SKYWARD AND YOUR COURSE REGISTRATION

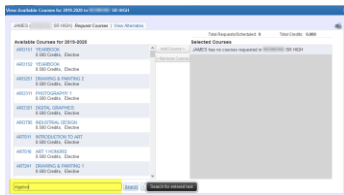
- Login to Skyward
- Click on Schedule

## PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES

- Under Course Requests Click on the “Request courses for 2019-2020 in Eastlake High School” link



- Type the first 3 letters of the course code in the search box and click search



- Highlight the course and select “add course” (if it is a yearlong course both semesters will register)
- Continue selecting courses until you have 7 courses selected

## PART 3: SELECTING ALTERNATES

- Click on request alternates



- Select a course under available alternate courses and click add course

\*\*To remove a course, highlight the course and select “remove course”

When you are done, you will have choose 7 courses and 4 semester alternates (yearlong courses are not linked under alternates so make sure to select both semesters!)

## PART 4: PRINTING YOUR COURSE SELECTIONS

1. Select the print icon in the top right-hand corner of the box and print your course selections.
2. Staple this confirmation page to the top of your course selection worksheet.

CONGRATULATIONS! YOU HAVE SUCCESSFULLY REGISTERED FOR THE 2019-2020 SCHOOL YEAR

Registration Forms and Course Selections Worksheets are due to your 4<sup>th</sup> period teacher Monday March 4<sup>th</sup>.