

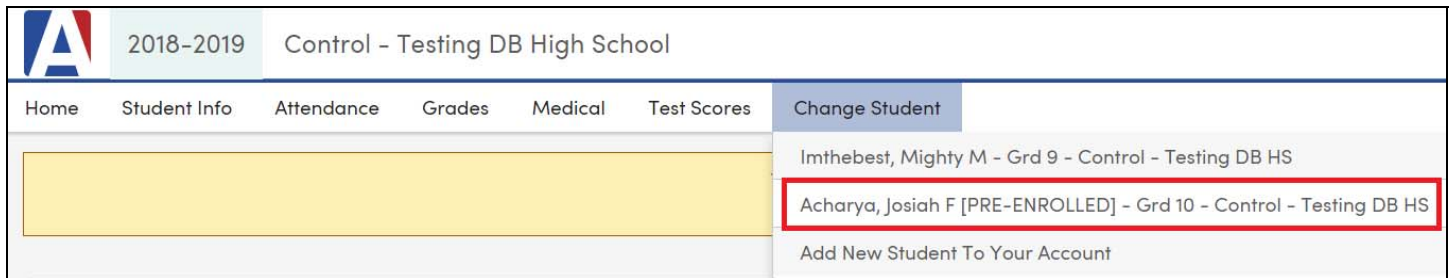
Entering Course Requests through Parent/Student Portal

Access the portal at: portal.capousd.org

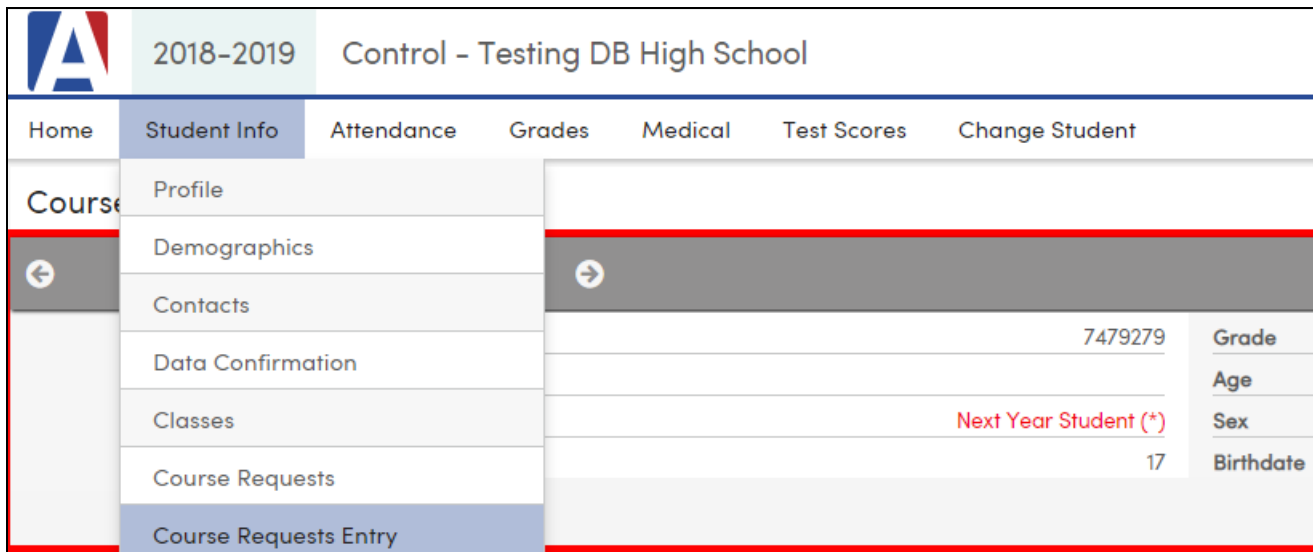
Students must have their own portal account in order to select their elective course requests. Parent accounts do not normally have the ability to add these requests for their child. **However, some high school and middle schools will enter their course requests through their Parent Portal Accounts.**

If you need to create a Student Portal account, follow the directions for creating a Parent/Student Portal account at the web address above. When you create the account it is very important that you select “**Student**” as the account type.

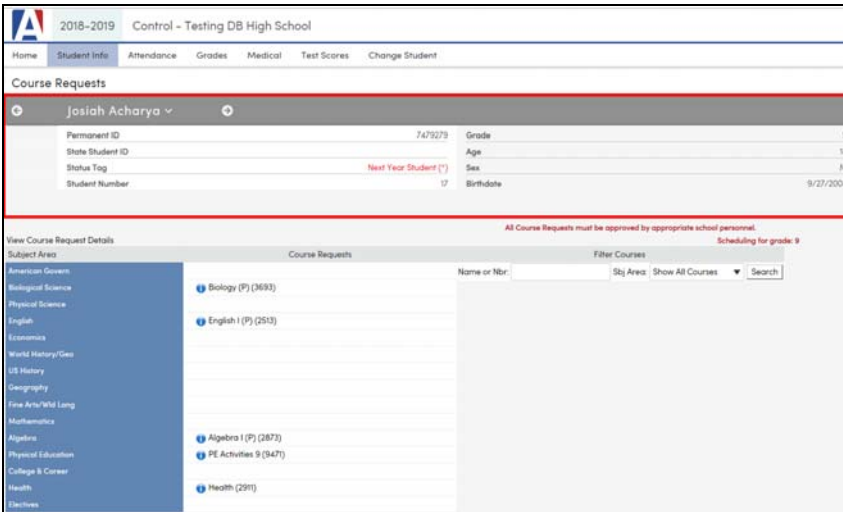
If you will be attending another school in the fall i.e. Middle school student to High School or Elementary student to Middle School, please make sure you select the correct record for next year from the Change Student menu after you login. It will indicate “pre-enrolled” with the school name and next grade level.



From the Home screen, select Student Info, Course Requests Entry.

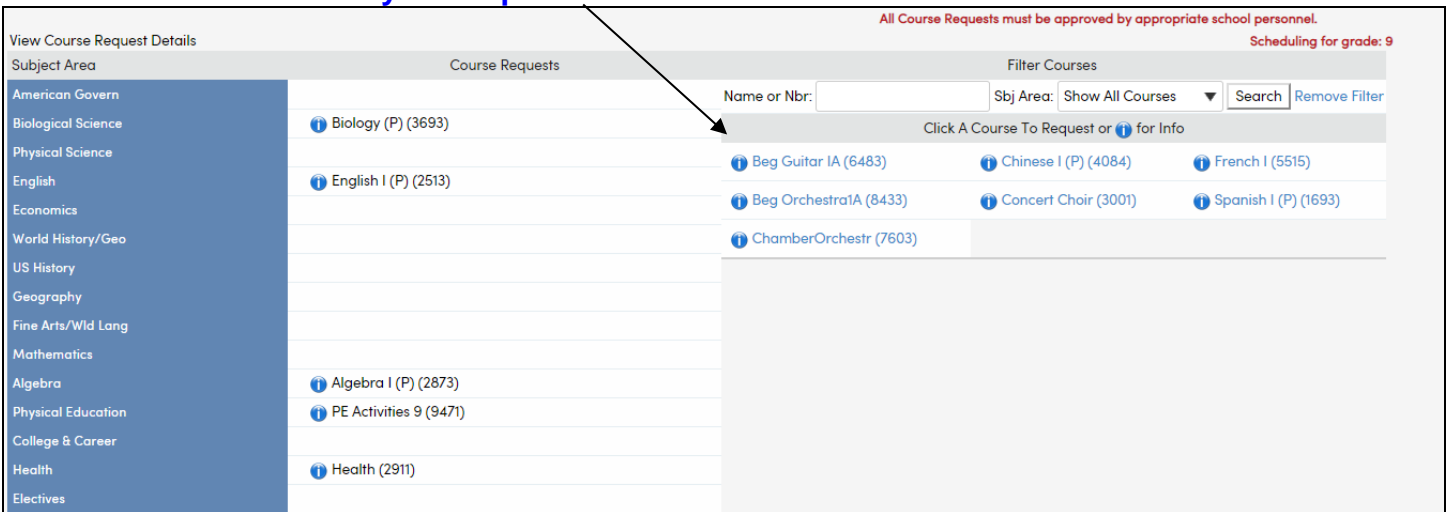


Any current course requests will be listed on the left. You can enter a course number, or search for courses from the right. A search can be done for all courses, or by subject area. Each school determines the courses per grade level that a student has to choose from.



Courses to choose from will display on the right.

Click on a course to add your request.



Select the “i”, to get more information on the course.

Beg Orchestra1A (8433) ✕

Subject Area #: **Fine Arts/Wld Lang**

Type: **Academic Course**

UC Area: **Visual and Perf Arts**

CSU Area: **Visual and Perf Arts**

This course is the entry level to the high school orchestra. It is open to string students with some middle school instruction or limited prior experience on violin, viola, cello and string bass. Rehearsals focus on proper

The course will be added to your requests.

All Course Requests must be approved by appropriate school personnel. Scheduling for grade: 9

View Course Request Details

Subject Area	Course Requests	Filter Courses
American Govern		Name or Nbr: <input type="text"/> Sbj Area: Show All Courses <input type="button" value="Search"/> <input type="button" value="Remove Filter"/>
Biological Science	i Biology (P) (3693)	Click A Course To Request or i for Info
Physical Science		i Beg Guitar IA (6483) i Chinese I (P) (4084) i French I (5515)
English	i English I (P) (2513)	i Beg Orchestra1A (8433) i Concert Choir (3001) i Spanish I (P) (1693)
Economics		i ChamberOrchestr (7603)
World History/Geo		
US History		
Geography		
Fine Arts/Wld Lang	✕ i Beg Orchestra1A (8433)	
Mathematics		
Algebra	i Algebra I (P) (2873)	
Physical Education	i PE Activities 9 (9471)	
College & Career		
Health	i Health (2911)	
Electives		

Repeat the process for each course you need to request. If you need to delete a course select the **RED and WHITE “X”** to remove the course request.
*** (If there isn't an X, then you are unable to delete the course).

Please contact your schools guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.