

Online Registration Directions:

1. Log into **LWSD.ORG** using Internet Explorer, not Google Chrome
2. Click on **Student and Families** dropdown tab on the left, and click on **Student Recourses/Student Portal**
3. Click on **Skyward Access/Family Access** in the green box
4. Log into **Skyward with your ID and password**. If you need to reset, do so now, and check your LW student email for further directions.
5. Click on **Schedule** button listed on the left side of page
6. Click on **Courses Available for 2020-2021** link at the top right hand of page, and maximize screen
7. Use the **Search box** at the bottom left of the page to search courses listed on your registration worksheet
8. Click on the course you are requesting from the **Available Courses** on the left side and push **Add Course** to move the course to your schedule on the right hand side (if it's a year-long course, 2 boxes will show up). Similarly, to remove a course, highlight the course on the left, and click on **Remove Course**, and the course will be removed from your schedule.
9. You can search courses by course code, or course name. Make sure your form matches the courses you are registering for online.
10. Don't forget to **enter your 3 alternate electives** under the **Alternates** tab at the top of the page

You should have requested 7.0 credits total, plus 3 alternates

When finished, **LOGOUT**, and be sure to turn in your completed form to your homeroom teacher or counselor!