# On-line Registration Procedures
At Home

We are offering on-line registration at home for all 8th grade students. Please follow all of the instructions to complete this process. If you experience difficulty with this process, your child may complete his/her registration at school with the help of the 8th grade counselor on the date indicated on the timeline.

I. <u>Registering for 9th Grade Classes through Powerschools/Home Base</u>

<u>Logging on</u>:
1. Go to NCEd Cloud link under Student Resources on the West Lake Middle School webpage.
2. All students must claim their NCEd Cloud account in order to access the registration link. Most students did this at the beginning of the school year. However, if your student does not remember the password, he/she must see a teacher to reset their password.
3. In NCEd Cloud, enter User Name and Password in the appropriate boxes and click Log In.
4. Select the Home Base Student link to access the registration process.

HOME BASE

HB - SIS Student - LEA 920
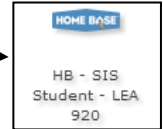
<u>Recommendations</u>
Students will receive a hard copy of teacher recommendations. Use this hard copy to select appropriate courses.

<u>Selecting Courses</u>
Students will make on-line course selections for their assigned school only.

Using your registration worksheet you will now enter your course selections.

1. Click on Class Registration button in left column.
2. The High School welcome information will appear at the top of the next screen with course information listed on the left side of the next screen. The right hand side of the screen contains the edit buttons to request a course.
3. To select a course: click on the pencil icon ✏️ (edit button) to the right of the subject. On the next screen a list of courses will appear. Click on the box ☐ beside the course(s) you are selecting.
4. Click on the Okay button.
5. The screen will return to the previous one with all subject areas listed. A green checkmark ✔ will appear on the right hand side when course selections have been made. A red exclamation sign ❗ will appear in the right hand column beside the subject area for incomplete course selections.
6. Repeat this process to select 8 primary courses.
7. Repeat this process to select 3 – 4 alternate courses.
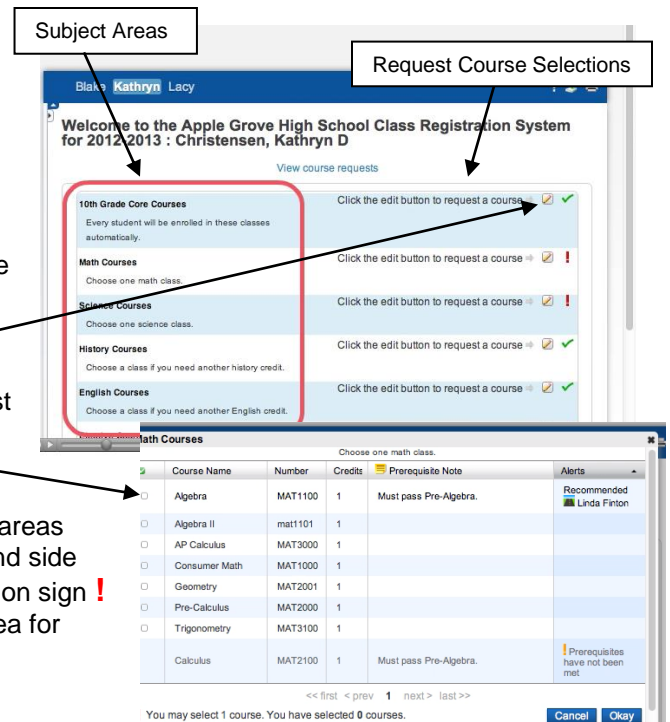
NOTE: If you need to log out before submitting your selections, the system will not save your selections.

• To delete a course from your selections, repeat the process above, click on the box beside the course you want to delete and then select a new course.

<u>Finalizing and Printing the Course Selection Page</u>
Once you have selected all of your courses, you are ready to submit and print the course selection page..
1. Click on Submit button.
2. The Course Request page will appear. Print this page. (2 copies – one for your records and one to return to school)

II. <u>Entering Graduation Plans in CFNC</u>

<u>Logging on:</u>
1. Go to www.cfnc.org.
2. Click on Log into My CFNC. All 8th grade students created accounts in the fall. If student can not remember his/her login number and password, he/she will need to create a new account.

<u>Entering Graduation Plan courses</u>
1. Click on **My CFNC** [My CFNC] at top of page.

2. Select **High School Planner**.

3. Click on "**Your Plan of Study**" link midway down the page.

3. On the next page click on **Create Your Plan of Study** and then the **Create a Plan of Study from Scratch** link on the subsequent page.

4. Using the student's Graduation Plan enter the classes for each subject area. Under The 9th Grade column click in the box for each subject area to select courses. A screen will pop up to edit the course. Click on the drop down list, select the appropriate course and click on **Add Course**. Click on the **SAVE** button **on next screen** and continue for each subject area including electives until 9th grade is complete.

5. Follow same procedure for grades 10, 11 and 12. Enter only core and second language courses for grades 10, 11 and 12. No other electives courses are needed.

6. When steps 1 – 5 are complete, print the **Plan Of Study** by selecting the **Print This** link in the upper right corner. (2 copies – one for your records and one to return to school.)

III. <u>Turn in signed Powerschools course verification form and CFNC planner summary</u>
Student and parent sign the course verification form and CFNC planner summary (or graduation plan) for assigned school and turn in to your counselor by the deadline on the timeline.