

## On-Line Registration

1. Go to the portal URL: <https://campus.wdm.k12.ia.us/campus/portal/westdesmoines.jsp>
2. From the portal login screen, enter the Username and Password that has been assigned. The username is the student's Student Number; the password is the student's Birth Date in mmddyy format.
3. Click the Login button. This will bring the user to the main portal page where district and school notices will be listed. If this is the first time the portal has been accessed, it is advised that users change usernames and passwords. Use the Change Account Info in the Index and follow the instructions provided.
4. Click the Registration option from the index on the left of the screen.
5. Any required courses that have been established and already inputted by school counselors and/or administrators will be listed in the Required Courses list. Students cannot change any required courses listed for them.

Students can only request Elective Courses or Alternate Courses.

Request the majority of units needed for the grade level. This is indicated by the Units mark.

- The first number ( / 21) tells how many credits the students have requested.
- The second number ( 21 / \_\_\_\_ ) tells how many total units are needed.

The screenshot shows the online registration portal for Jack Anderson, 08-09 High School. The interface includes a navigation menu on the left with options like Family, Calendar, To Do List, and Assessment. The main content area displays the user's name, grade level, and a search bar. The search results show a list of courses with their course numbers and descriptions.

Course Number	Course Description
EN051S1	English 10
EN051S2	English 10
EN052	Accelerated English
EN061S1	Fundamentals of English
EN061S2	Fundamentals of English
SN162S1	English
SN162S2	English

1. Click the Course Search link. A search screen will appear.
2. Courses can be searched by the course name or by the course number. Enter either the Course Name (i.e., English) or Course Number (i.e., 2121).
3. Click the GO button. Matching course names will appear to the right.
4. Click on any course listed to view the course description.
5. To request this course as part of the schedule for next year, click the Request as Elective button. Courses can also be requested as Alternates. This course would be placed on the schedule if other electives were full.
6. When finished requesting courses, click the Print Request Summary option to print a report of the courses that were requested.

To prevent other users from accessing the portal and changing requested courses, instead of just closing the browser, click the Log Off option in the Index. This will end the session and bring the user to the portal login screen.