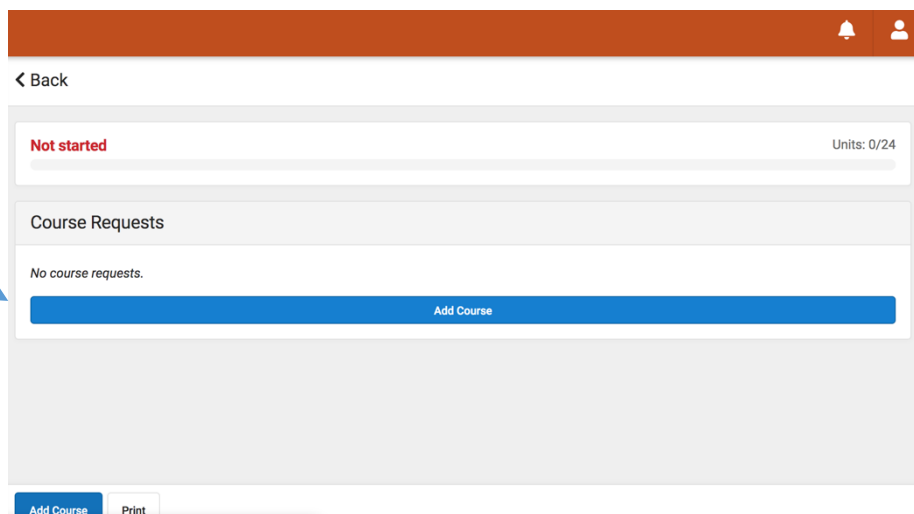
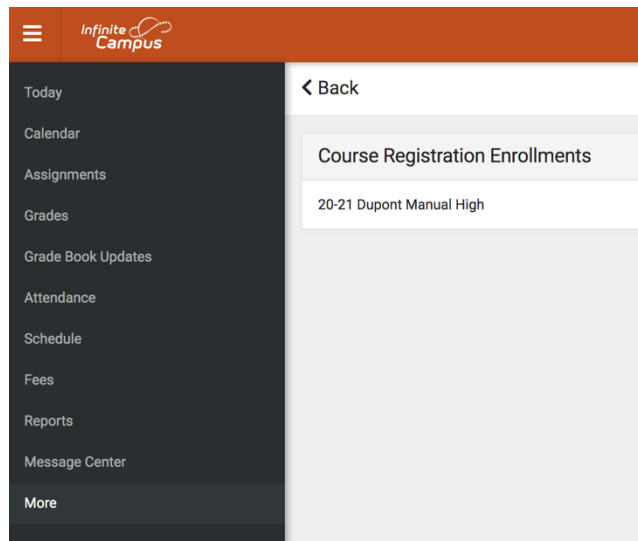
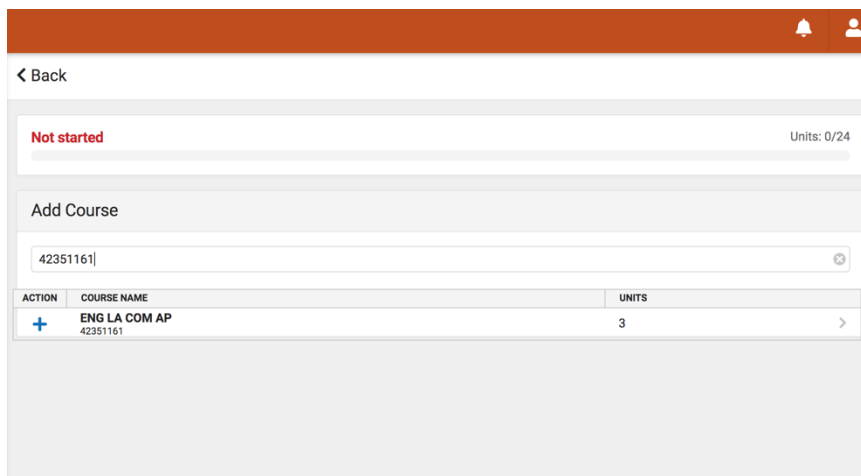


Entering Student Requests via Campus Portal

1. Log into the **Campus Portal**. Go to www.jcpsky.net, choose Students, choose Logins, then Student Portal.
2. Click on **More** under your name on the left side of the screen.
3. Click **Course Registration**. Then select **20-21 duPont Manual High School**.
4. To begin adding course requests, click the [blue] **Add Course** button.

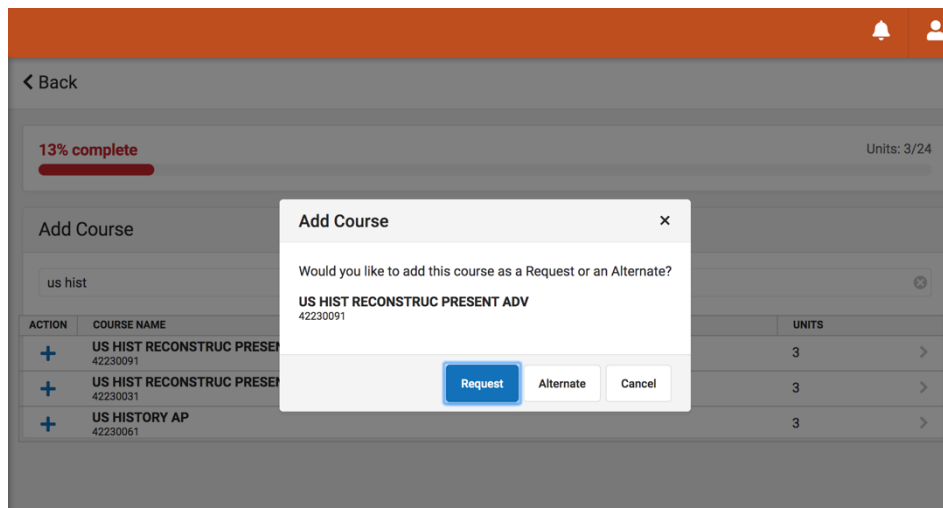


5. Type in either the **Course Number** or **Course Name**. Click the blue symbol to add the course.

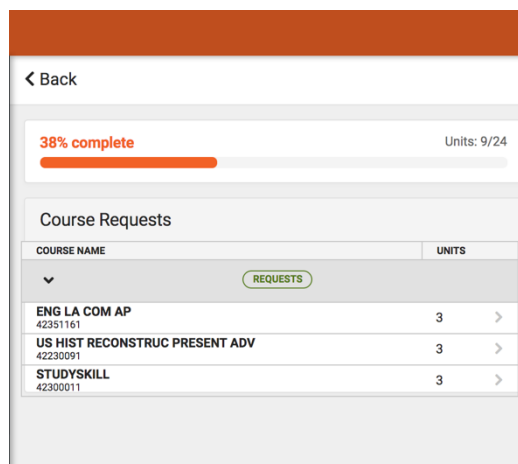


Entering Student Requests via Campus Portal

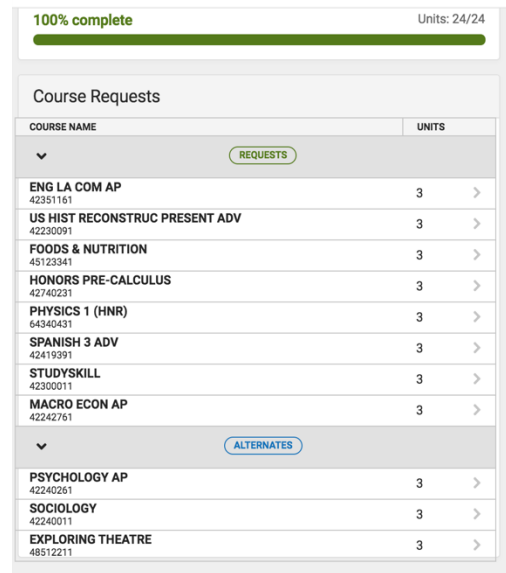
6. When the **Add Course** box displays, select *Request*, *Alternate* or *Cancel*.



7. Click **Back** to enter your next course. Use the same process to add your 8 requests and 3 alternates. If you enter a course by mistake, click on the course and you will have the option to delete the request.



8. When you are finished you will have **24 units** out of 48 units. Most courses are 3 units. If you have any questions/concerns about this process, please reach out to the Guidance Office.



Note: YPAS double-blocked courses are 6 units; therefore, the students with these courses will have only 7 classes under Requests completing the 24 units.