BHS Online Course Registration Instructions

Step 1: Log-on to **StudentVUE** and click on "Course Request" located on left side of screen.
(https://sis.nsd.org/Login_Student_PXP.aspx?regenerateSessionId=True)
User Name – Student #
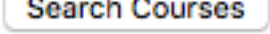Password – 8-digit DOB (MMDDYYYY)

Step 2: Click on this button to navigate to the screen where you can begin adding courses:

Selected Course Requests
Click here to change course requests

Step 3:   **Search for your courses by the course ID** (NOT Course title). Refer to the Course Registration Worksheet to find the course codes. Enter the course code for the class you want to add. *i.e. ENG100A & ENG100B. Students do not need to use caps, but they DO need to include A and/or B for both semesters if the code has one.* This process requires students to search & select each course individually if it is a yearlong class.

- Start by entering the corresponding ID into the Course ID box
  (i.e. Course ID ENG100 will give you both the A and B option for English 9)
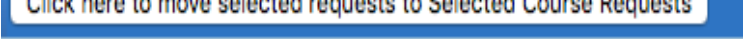
Course ID	Course Title	Elective	Search Courses
eng100			

- After typing in the Course ID, you MUST press **Search Courses** to search.
  Do not type anything in Course Title or choose from the drop down box next to "elective". Leave as is.

- **Enter all "14" course requests by choosing (Request).** These are your first choice classes

Ln	Action
1	◯None ⦿Request ◯Alternate
2	◯None ⦿Request ◯Alternate

Step 4: Select **Click here to move selected requests to Selected Course Requests** You must do this after each search.

- **Once all 14 requests are in, then add your Alternates by choosing the alternate button.** These are your back-ups classes

Ln	Action		
1	○None ○Request ●Alternate		
2	○None ○Request ●Alternate		

Each time you select a course you can see how your course request will fill your graduation requirements by clicking on the "Course Request Summary," This is similar to a Grad Profile. In this instance, the student has chosen English 9 and the graduation status has moved English 9 from the "Remaining" column to the "Credit for Requested Courses" column:

Selected Course Requests Password:
Click here to change course requests   Lock Course Requests
Selection Time Period: 1/31/2019 - 4/1/2019

Ln	Course ID	Course Title	Elective	Credit	Comment	
1	▶ENG100A	ENGLISH 9		0.500		
2	▶ENG100B	ENGLISH 9		0.500		
				1.000		

Alternate Elective Requests (*in preference order*) - Select at least 1 alternate

Ln	Course ID	Course Title	Elective	Credit	Comment	
No alternate course requests have been selected or assigned.						

Click here to change course requests   Lock Course Requests

Graduation Status Summary

Subject Area	Credit				
	Required	Completed	In Progress	Credit for Requested Courses	Remaining
English 9	1.00	0.00	0.00	1.00	
English 10	1.00	0.00	0.00	0.00	
English 11	1.00	0.00	0.00	0.00	

Step 5: When you are done entering your classes and alternates double check your work, then you can close the window and your work will be saved.