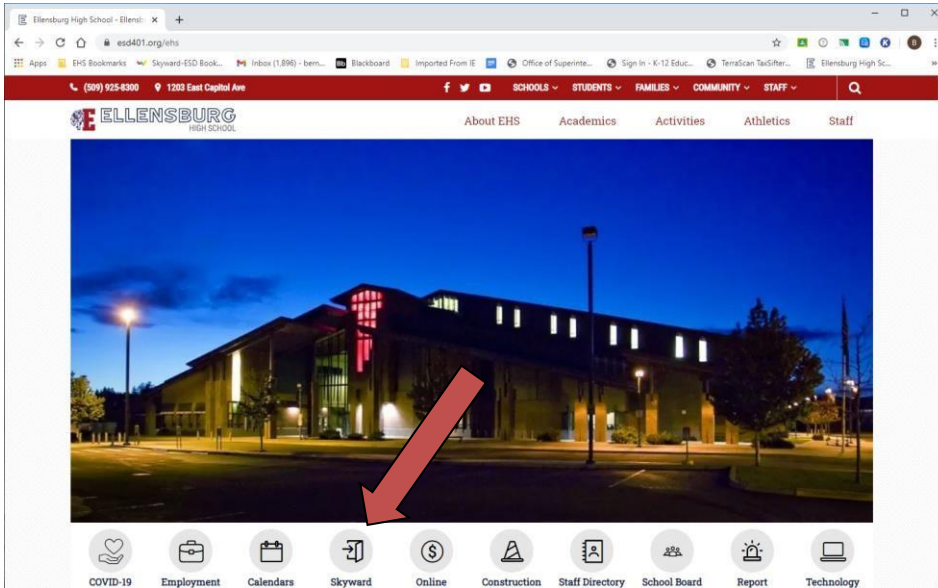# 2023-2024 Online Pre-Registration Steps:

**Students will need their Skyward "Login" & "Password" to access the online pre-registration.**

(Students should already know their Skyward Login and Password, however if they do not know their password they may contact any secretary to retrieve it.)

Step 1: Go to EHS web page (http://www.esd401.org/ehs)

Step 2: Click the "Skyward" button.

Step 3: Enter your Login and Password. Login Area should say "Family/Student Access."
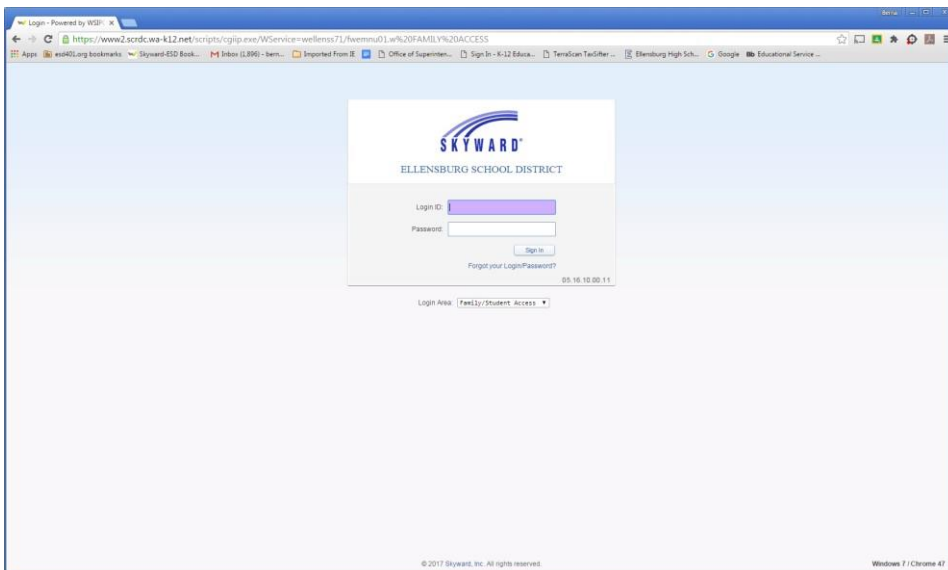
Step 4: Click "<u>Schedule</u>" (on the left hand side)

Step 5: Click On "<u>Request Courses for 2023-2024 in Ellensburg High School</u>"

Step 6: Explore by scrolling through all of the available courses, then select classes to equal 6 credits.

<u>USE THE SCROLL BAR</u> *INSTEAD* of using the Search box tool

- **Total Requests should equal: 12 classes at .5 credit each = 6.0 Credits**

  (12 semester classes = 6 classes for 1st Semester <u>and</u> 6 classes for 2nd Semester)

Step 7: After selecting your first choice courses, next select "Request Alternates."

(Alternate classes will be used if first choices are unavailable.)

- **Total Alternate Requests should equal: 6 classes at .5 credit each = 3.0 Credits**
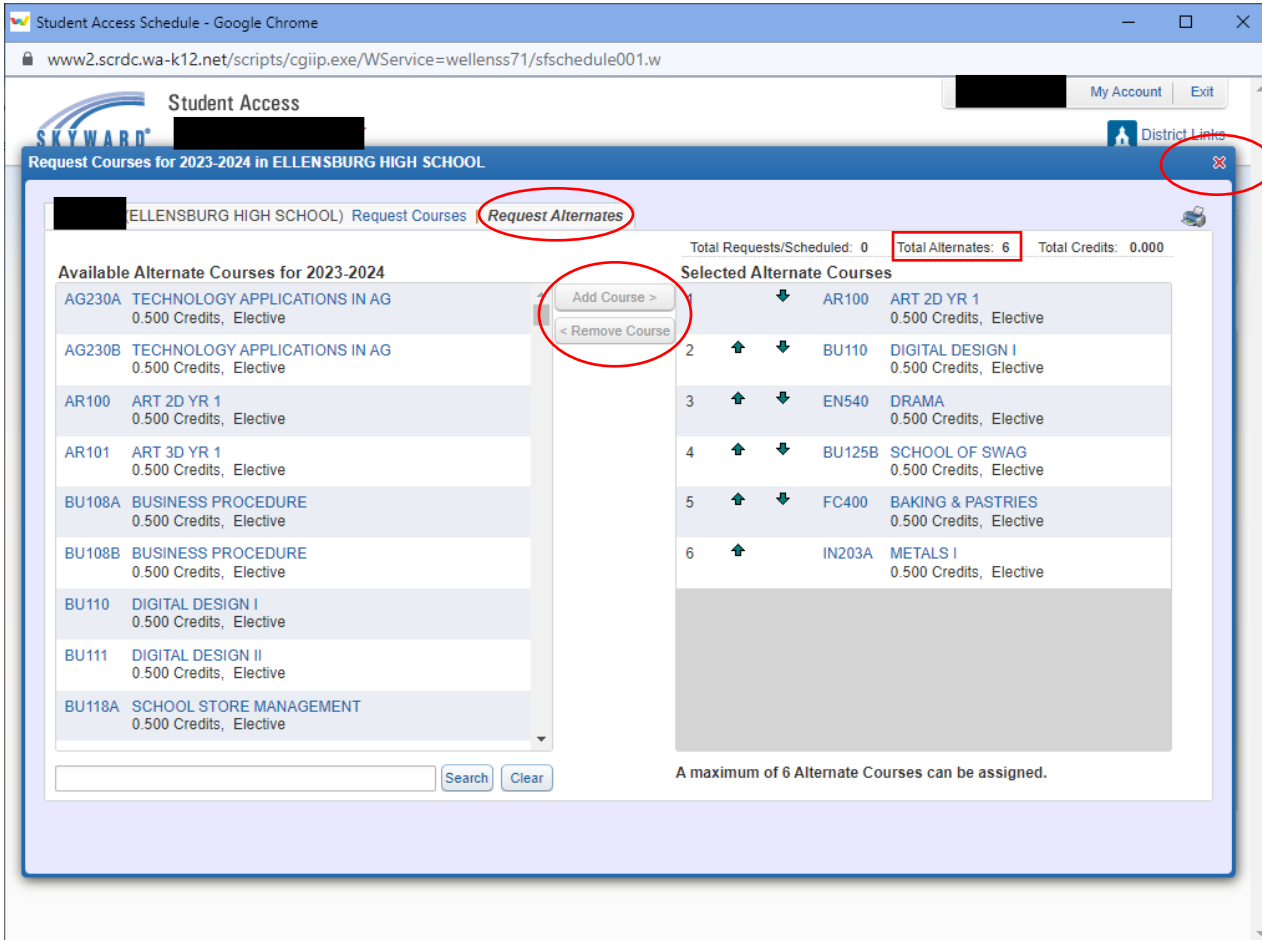
You are finished with pre-registration when you reach

these totals: (If you are requesting a 7 period day please see your counselor)

- **Total Requests/Scheduled: 12**
- **Total Alternates: 6**
- **Total Credits: 6.0**

Click the red " X " in the top right side of your Request Courses screen and it will save what you have selected for pre-registration.