Entering Course Requests through Parent/Student Portal

Access the portal at: portal.capousd.org

Students must have their own portal account in order to select their elective course requests. Parent accounts do not normally have the ability to add these requests for their child. However, some middle schools will enter their course requests through their Parent Portal Accounts.

If you need to create a Student Portal account, follow the directions for creating a Parent/Student Portal account at the web address above. When you create the account it is very important that you select "**Student**" as the account type.

If you will be attending another school in the fall i.e. Middle school student to High School or Elementary student to Middle School, please make sure you select the correct record for next year from the Change Student menu after you login. It will indicate "pre-enrolled" with the school name and next grade level.

			Change Student	Options Logou	t				
	Student, Test - Gr	d 8 - Control	- Testing DB - Elem						
ta	Student, Test [PRE-ENROLLED] - Grd 9 - Control - Testing DB Secondary								
	Add New Student	To Your Acco	unt						
		Test	Taken	Result					

From the Home screen, select Student Info, Course Requests Entry.

2012-2013 Control - Testing DB Secondary										
	*	Home	Student Info	Attendan	ce Gra	des	5 Test Scores			
			Profile				Welcome to the Student Portal for Test			
			Classes	•			Most Recent Test R	Resul		
	₿ A	d New Eve	Course Requests		: Day 🗸		Test <u>CAHSEE</u>			
			course reque	Sts Entry			Math			

Any current course requests will be listed on the left. You can enter a course number, or search for courses from the right. A search can be done for all courses, or by subject area. Each school determines the courses per grade level that a student has to choose from.

					Course Reque	sts							
StuNum	Last Name	First Name	Middle Name		Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
2	Student	Test			7432691	м	10	15					
Parent/Guar	rdian	Home F	Phone		Mother Mbl - Ja	ne Do				Prin	hary Contact 2:		
Jane Doe		(555) 5	55-1212		(111) 111-1112								
Course Reque	est Details				Scheduling	for grad	de: 10						
Subject Area	a Current Re	quests				Filter Co	ourses						
American Gov	vern			Name or Nbr:		St	oj Area:	Show All	Courses	- Searc	h		
Biological Sci	ence		-										
Physical Scie	nce	L II (D) (0522)											
English	😺 🕕 Englis	n II (P) (2533)											
Economics													
World History	//Geo												
Coography													
Eipo Arte/M/k	d Long												
Mathematics	a cong												
	🕄 🕦 Algebr	a IB (P) (3303)											
Physical Educ	cation												
College & Car	reer												
Health													
Electives													

Courses to choose from will display on the right.

Click on a course to add your request.

Course Request D	etails		Scheduli	ng for grade: 10	
Subject Area	Current Requests			Filter Courses	
American Govern		Name or Nbr:		Sbj Area: Show All	Courses - Search Rem
Biological Science		-	Click A Cor	irse To Request or	for Info
English	😵 🕦 English II (P) (2533)) 1011 Carto	oning Fnd	1031 Ceramics IB	1051 Draw/Paint Ad
Economics World History/Geo		1016 ROP/	/AudioMusic (1041 Jewelry Adv	1061 Ceramics Adv
US History Geography Fine Arts/Wld Lan	a	() <u>1021 Cerar</u>	mics IA		
Mathematics	-5	-			
Algebra	😧 🕦 Algebra IB (P) (3303)	3)			
Physical Education	n				
College & Career					
Health					
Electives					

Select the "i", to get more information on the course.



The course will be added to your requests.

Course Request De	<u>etails</u>		Scheduling for grade: 10								
Subject Area Current Requests			Filter Courses								
American Govern			Name or Nbr:	Sbj Area: Show All Cou	urses 👻 Search <u>Remove Filter</u>						
Physical Science			Click	Click A Course To Request or 🅦 for Info							
English	😧 🕦 English II (P) (2533)		Accounting IA (1201)	① Digital PhotolA (6113)	Psychology IA(P (2081))						
Economics World History/Geo			() Cartooning Fnd (1011)	1 Phil Sem (6901)	() Sociology (P) (2101)						
Geography			Ceramics Adv (1061)								
Fine Arts/Wid Lang Mathematics	g 💟 🕕 Digital PhotolA (6113)										
Algebra Physical Education	😧 🕦 Algebra IB (P) (3303)										
College & Career Health											
Electives	Sociology (P) (2101) Sociology IA(P (2081)										

Repeat the process for each course you need to request. If you need to delete a course select the RED "X" to remove the course request.

*** Be carefull not to delete any course request your Academic Advisor has entered for you (i.e. English, Math, Science).

Please contact your schools guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.