

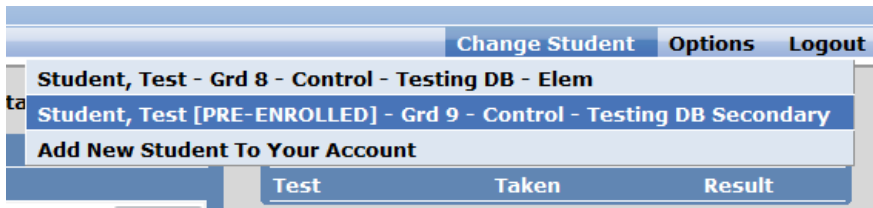
# Entering Course Requests through Parent/Student Portal

Access the portal at: [portal.capousd.org](http://portal.capousd.org)

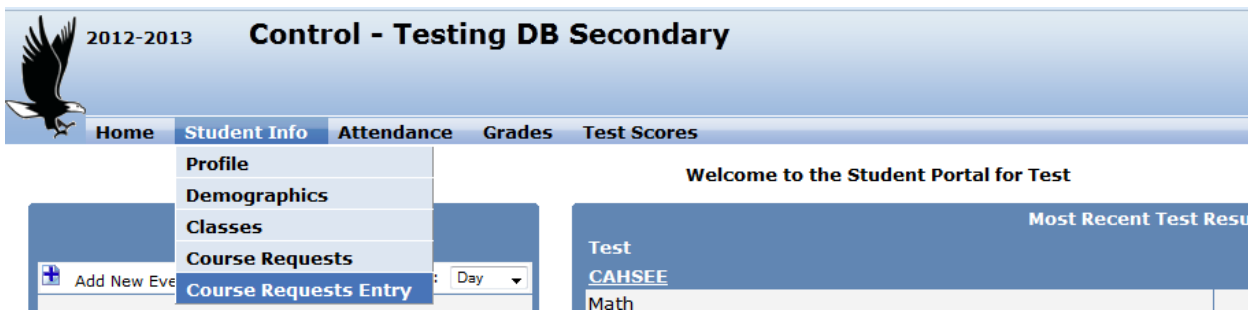
Students must have their own portal account in order to select their elective course requests. Parent accounts do not normally have the ability to add these requests for their child. **However, some middle schools will enter their course requests through their Parent Portal Accounts.**

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.

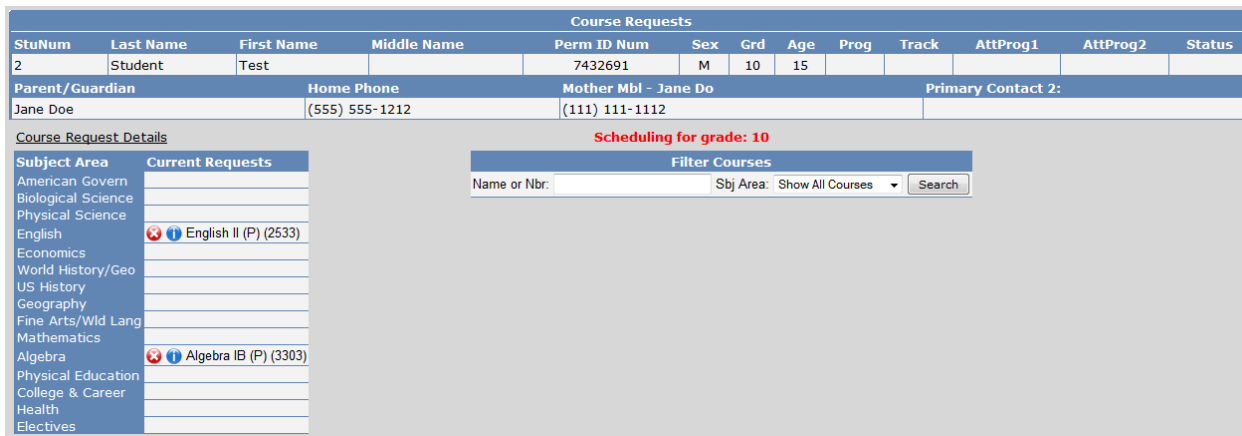
If you will be attending another school in the fall i.e. Middle school student to High School or Elementary student to Middle School, please make sure you select the correct record for next year from the Change Student menu after you login. It will indicate “pre-enrolled” with the school name and next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



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



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.



Courses to choose from will display on the right.

## Click on a course to add your request.

**Course Request Details**

Subject Area	Current Requests
American Govern	
Biological Science	
Physical Science	
English	English II (P) (2533)
Economics	
World History/Geo	
US History	
Geography	
Fine Arts/Wld Lang	
Mathematics	
Algebra	Algebra IB (P) (3303)
Physical Education	
College & Career	
Health	
Electives	

**Scheduling for grade: 10**

**Filter Courses**

Name or Nbr:  Sbj Area: Show All Courses

**Click A Course To Request or ↑ for Info**

1011 Cartooning End	1031 Ceramics IB	1051 Draw/Paint Adv
1016 ROP/AudioMusic	1041 Jewelry Adv	1061 Ceramics Adv
1021 Ceramics IA		

Select the “i”, to get more information on the course.

**Psychology IA(P (2081))**

Subject Area #1: **Electives**  
Type: **Academic Course**  
UC Area: **Electives**  
CSU Area: **Electives**

The course will be added to your requests.

**Course Request Details**

Subject Area	Current Requests
American Govern	
Biological Science	
Physical Science	
English	English II (P) (2533)
Economics	
World History/Geo	
US History	
Geography	
Fine Arts/Wld Lang	Digital PhotoIA (6113)
Mathematics	
Algebra	Algebra IB (P) (3303)
Physical Education	
College & Career	
Health	
Electives	Sociology (P) (2101) Psychology IA(P (2081))

**Scheduling for grade: 10**

**Filter Courses**

Name or Nbr:  Sbj Area: Show All Courses

**Click A Course To Request or ↑ for Info**

Accounting IA (1201)	Digital PhotoIA (6113)	Psychology IA(P (2081))
Cartooning End (1011)	Phil Sem (6901)	Sociology (P) (2101)
Ceramics Adv (1061)		

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.