



Technology Helper

Entering Student Registration Requests into the Student Management Program

1. Go to: Programs, School Office, Individual Scheduling.
2. Login using your login information.
3. Find the correct student in the white box in the upper right hand corner.
4. Enter course number of the request in the Course # column. (All course numbers should be a four digit number, so add zeros to the front of the number if necessary.)
5. Continue to do this for all requested courses.
6. Place the numbers of the four alternate course selections under the Alternate Course # column.
7. Remember to move to the next line to save any numbers entered.