Infinite Campus: Using Student Portal to Request Courses

Step 1: Ryle Website -> Student Resources -> Online Grade portal

Step 2: Log into your Infinite Campus Student Portal with your login and password.
- **User name**: Email address
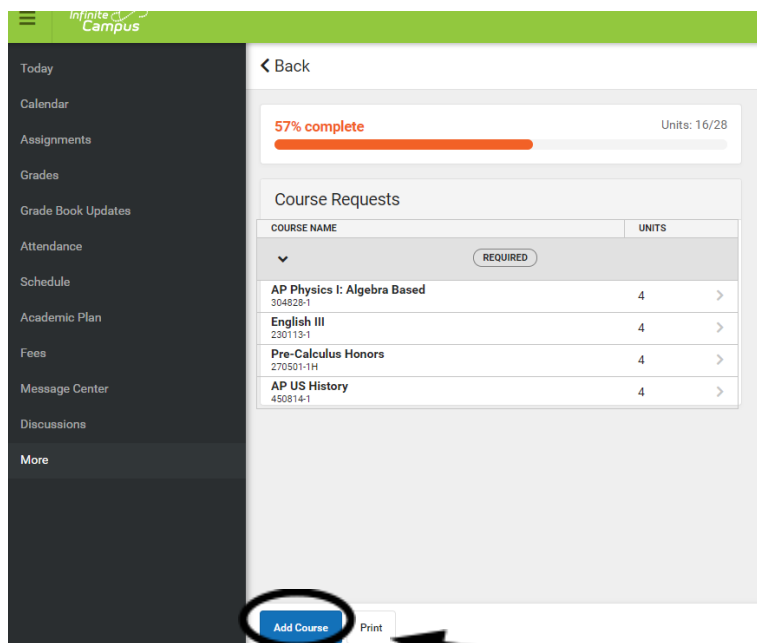- **Password**: Last four digits of your SSN twice

> Example: User name: sue.smith@stu.boone.kyschools.us
> Password: 12341234

Step 3: Select **MORE** option in the left navigation panel

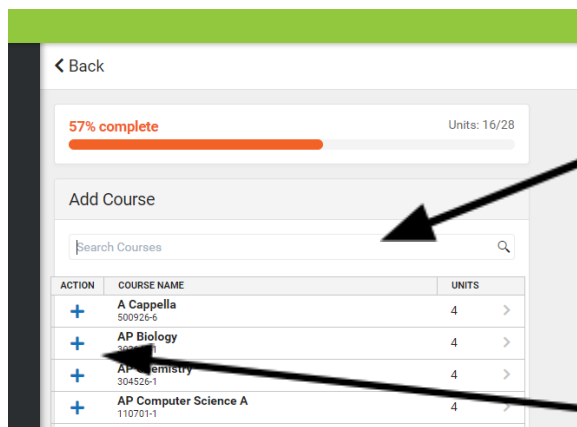**Step 4**: Select **COURSE REGISTRATION** option in the right panel

Step 5: Select **22-23 Larry A. Ryle High School**

This screen will appear, showing any required courses that have already been assigned and the units available.

If there are courses listed here that you do not agree with, you will need to first talk to your teacher. If they do not feel comfortable changing the course to what you would like to take, you will need to complete a CHALLENGE FORM and attach it to your request sheet you will receive the last week of February.

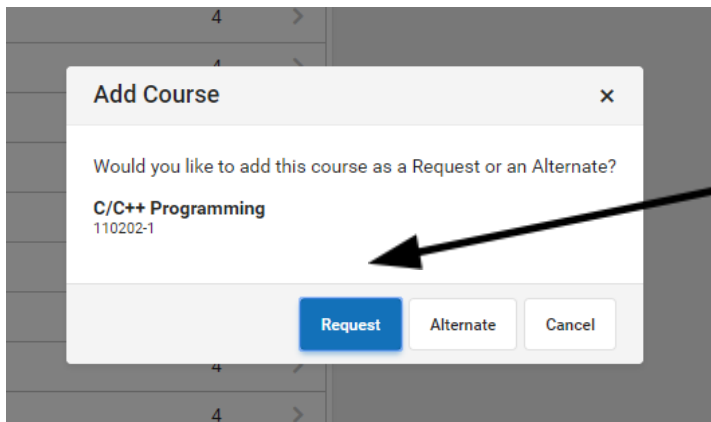To enter course requests, select the **Add Courses** button

Type course number into the search bar (use the green course number handout rather than typing in the name of the course)

OR

scroll through course list to find courses

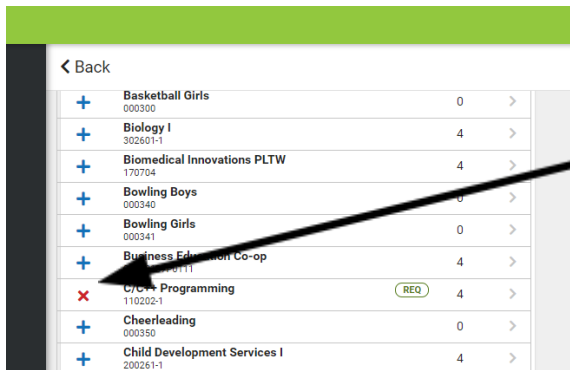Hit the **PLUS** sign to select a course

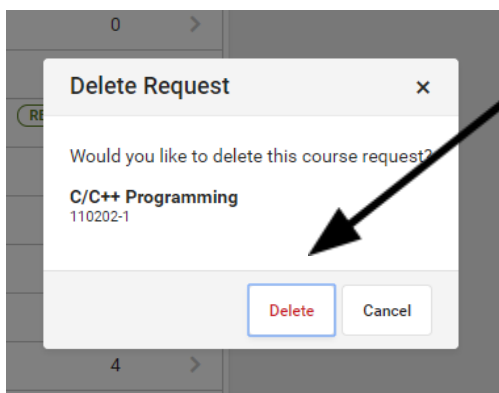# Infinite Campus: Using Student Portal to Request Courses

In the Add Course popup, select **Request** to select a course. It will then be added to your top 6 course requests.

OR

Select **Alternate** (you should select in order of preference and select at least 2 courses as Alternates)

If you have selected a course by mistake, hit the **RED X** to remove it.

In the Delete Request popup, select **Delete**

Students, please be sure you have 6 courses (recommended and electives) and at least two Alternate courses selected.

If you wish to change a course that a teacher recommended for you, either the teacher must change it OR you must fill out a Challenge Form.

These are requests only and are not guaranteed. Depending on the number of course requests a class gets, determines if it is offered or not.