

HOW TO REGISTER FOR CLASSES IN SKYWARD

Step 1: Log into Skyward

- www.willowcreek.alpineschools.org
- Under the “Resources” drop down menu, click on “Skyward”
- Log in to Skyward using your student login information

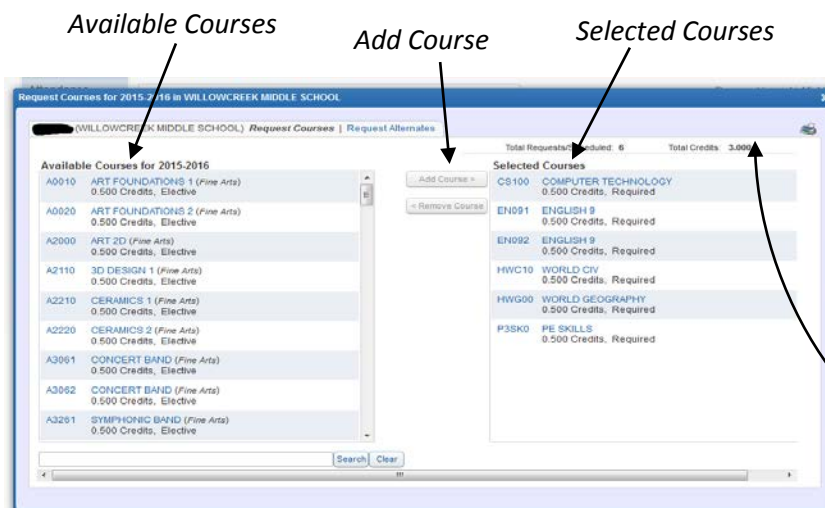


Step 2: Click on “Schedule” (to the left of your home page)

Step 3: Click on “Request Courses for 2015-16 in Willowcreek Middle School” (top right of the page)



Step 4: Under “Available Courses”- find the class you would like to take, click on it, then click “Add Course”
You will see the class you selected appear on the right under “Selected Courses”



Step 5: 9th Grade--please select your math level first (does not apply to next year 7th or 8th graders).

Step 6: Continue to add the following classes—

9th Grade next year classes to add: Math, Science, and Electives

7th & 8th Grade next year classes to add: Electives

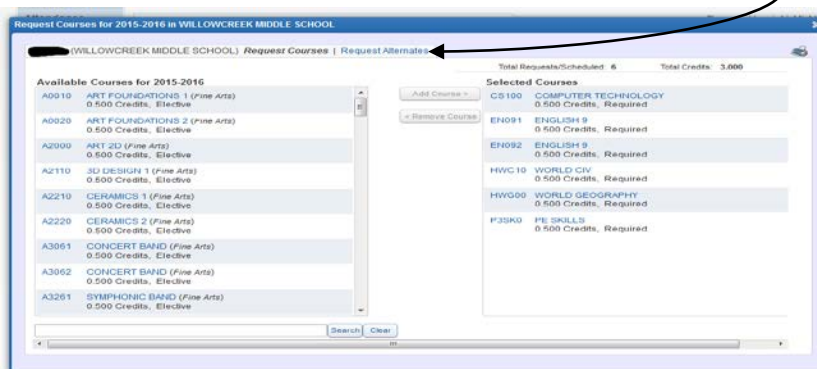
Note: check your registration papers for course numbers; checking the course number (to the left of the class) ensures that the class you select is the class you want. Always keep in mind that a full year class will have 2 numbers. When you select one, the other will be added automatically.

Step 7: Add classes until you have a complete schedule- **16** “Total Requests/Scheduled” and **8.00** “Total Credits”

Step 8: Add your 2 Alternate choices. To do this, click on “Request Alternate”

Repeat the steps to add a class

Alternates will be added to the top of your selected courses list



When you are done, your requests are saved automatically.

There is no “save” button. Just “log out”.