

Online Registration Instructions

1. Open the Internet browser (must use Google Chrome) and go to www.gilbertschools.net
2. Click on the "For Parents" tab on the top toolbar
3. Click on the "Infinite Campus-Parent Portal" link
4. Enter your username and password
 - a. Username is your ID number
 - b. Password is in the following format: first initial, last initial, birthdate (mmddyy)
 - i. Example: Student Judy Smith, ID # 1234567 Birthday 09/05/95
 1. Username: 1234567
 2. Password: js090595
5. Click on **Course Registration: Gilbert 17-18** on the left side of the page
6. Click on **Course Search** on the top toolbar
7. There are 3 different ways to search for a course:
 - i. Enter the course name (or partial name)
 - ii. Enter the course number
 - iii. Click on "Go" to display all the courses available

*Refer to your course registration sheet for correct course name and number
8. Once you have successfully searched for a course, you will see the course name appear on the right of your screen.
 - a. Click on the course name. You will then be able to select whether you want this to be a "Requested Course" or an "Alternate Course"
9. Be sure to separately enter year-long classes

Example

English II is entered as EN205A and EN205B
Algebra II is MA400 and MA401

Do Not search using both name and number.

NOTE: Once a course is selected, you can remove the request by clicking on the course name (under **Requested Courses**) and then clicking on **Drop This Request**.

Things to Remember

- Please fill in at least **4** alternates. These are used in the event requested courses aren't available.
- You need to select 6 classes for a full schedule, 7 if you plan to take A-hour or 8th hour.
- **DO NOT** enter any course you plan to take in Summer School or Online.
- Make sure your Course Selection Form is filled out correctly and completely.

Problems?

- If you enter the wrong username and/or password multiple times, you will be locked out of your student account. Be patient – student accounts automatically reset every thirty minutes. You will be able to attempt to log in again after the 30-minute wait time.

Your child will meet with his/her counselor within the next couple of weeks. Please have the following completed before they meet with the counselor:

- Course requests entered into Infinite Campus
- Course Selection Form filled out, **including teacher signatures for Honors, AP and Science classes**. This form will be collected by the counselors.

