

# How to Register on Student Portal 2020-2021



**STEP 1: Go to [harding.spps.org](http://harding.spps.org) and click on “Student/Parent Onestop”**



[> Menu](#) [> Student/Parent Onestop](#) [> Enroll](#) [> Donate](#)

**HARDING**  
SENIOR HIGH SCHOOL

Douglas Revsbeck, Principal  
1540 E. Sixth Street, Saint Paul, MN 55106  
(651) 793-4700 | [Get Directions](#)

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**STEP 2: Click on “campus student” and log in with your student number (s123456) and password.**

**Campus Student**

Infinite Campus Transforming K12 Education®

Campus Portal

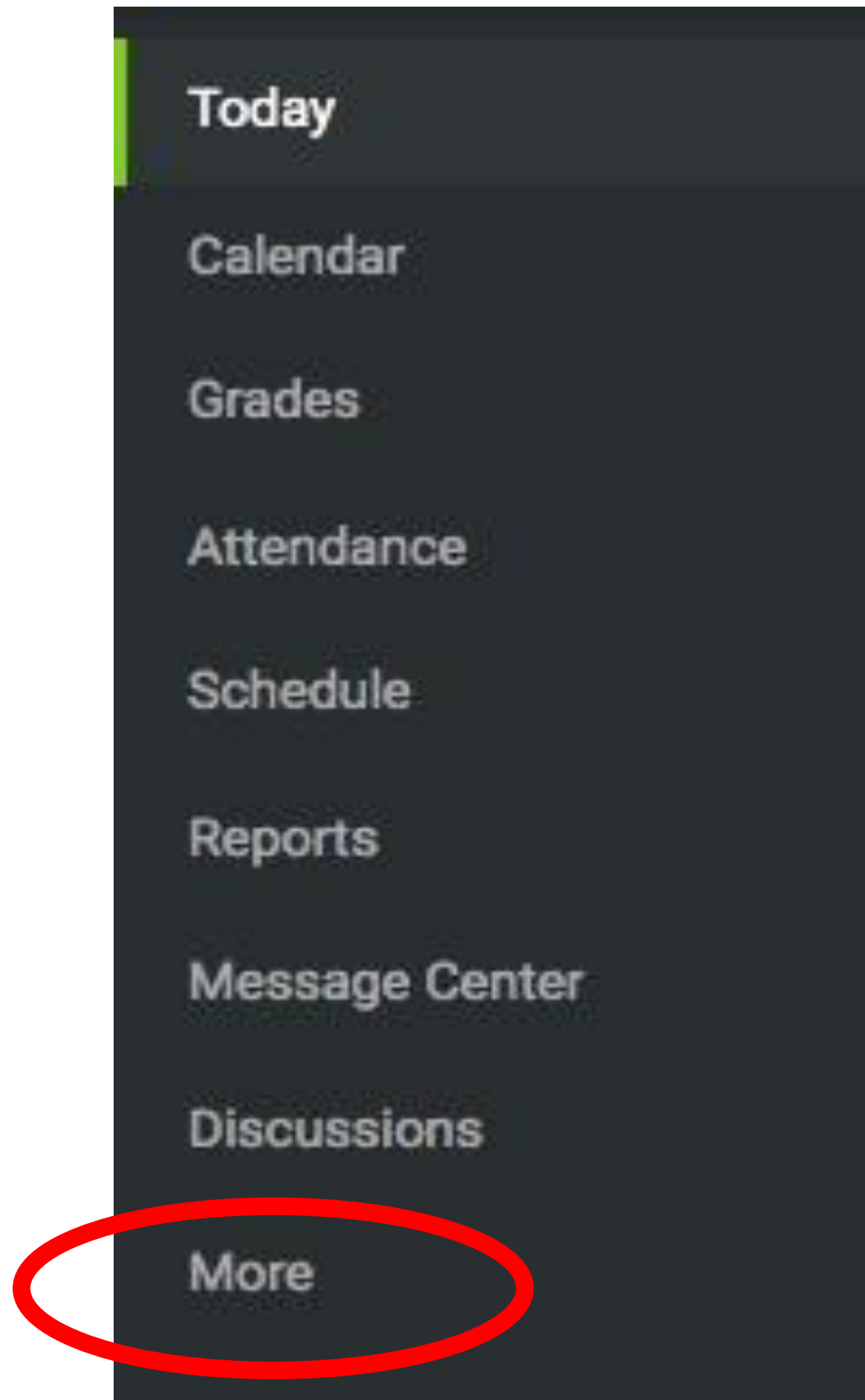
ST. PAUL

Username

Password

Sign In >>

**STEP 3: In the left hand side of the screen, click on “More”.**



# STEP 4: Click on “Course Registration” and then “20-21 215 Harding Sr S”

The image shows a two-step process in a mobile application. The first screen displays a 'More' menu with several options: Address Information, Assessments, Behavior, Course Registration, Demographics, and Health. A large black arrow points to the 'Course Registration' option. The second screen shows a 'Back' button and a list of 'Course Registration Enrollments'. The first item in the list is '20-21 215 Harding Sr S', which is highlighted with a red arrow pointing to it.

More

- Address Information >
- Assessments >
- Behavior >
- Course Registration >
- Demographics
- Health

< Back

Course Registration Enrollments

- 20-21 215 Harding Sr S >

# STEP 5: Click on “Add course”

[← Back](#)

**Not started**

Units: 0/156

Course Requests

*No course requests.*

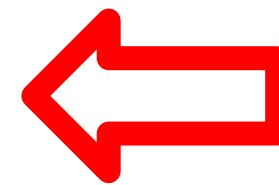
[Add Course](#)



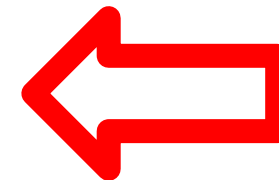
# IMPORTANT!!!

If you are registering for a year long class (i.e., English 11), you will need to register for **BOTH** semesters.

N	COURSE NAME
	<b>English 11</b> L402601
	<b>English 11</b> L402603



Semester 1

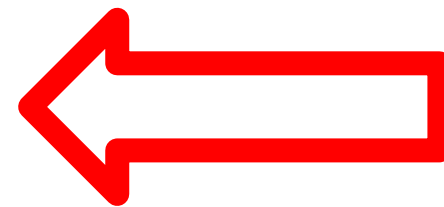


Semester 2

# IMPORTANT!!!

If you are registering for a semester long class (i.e., Debate), you only need to register for one semester.

COURSE NAME
<b>Debate</b> L406301



1 semester



# STEP 6: Type the name of the class that you are searching for. For example, "English 11"

← Back

Not started

Units: 0/156

Add Course

English 11



ACTION	COURSE NAME	UNITS	
+	English 11 L402601	2	>
+	English 11 L402603	2	>

# STEP 7: Click on the plus sign (+) next to the class to add to your course requests.

< Back

Not started

Units: 0/156

Add Course

English 11



COURSE NAME	UNITS
English 11 L402601	2 >
English 11 L402603	2 >



# STEP 8: In the pop up window, confirm your course selection by clicking on “Request”

The screenshot shows a user interface for adding a course. At the top, there is a status bar with "Not started" on the left and "Units: 0/156" on the right. Below this is a section titled "Add Course" with a search input field containing "English 11". A table below the search field lists two course options, each with a blue plus sign in the "ACTION" column and the course name and ID in the "COURSE NAME" column.

ACTION	COURSE NAME
+	English 11 L402601
+	English 11 L402603

A pop-up dialog box titled "Add Course" is overlaid on the right side of the screen. It contains the question "Would you like to add this course as a Request or an Alternate?" and displays the selected course "English 11 L402601". At the bottom of the dialog box, there are three buttons: "Request" (highlighted in blue), "Alternate", and "Cancel". A large red arrow points from the left towards the "Request" button.

# STEP 9: Go back and register for the other semester.

1% complete

Units: 2/156

## Add Course

English 11



ACTION

COURSE NAME

UNITS

**English 11**

L402601

REQ

2



**English 11**

L402603

2



# STEP 10: Repeat steps 6-9 until you have reached 100% completion.

< Back

8% complete

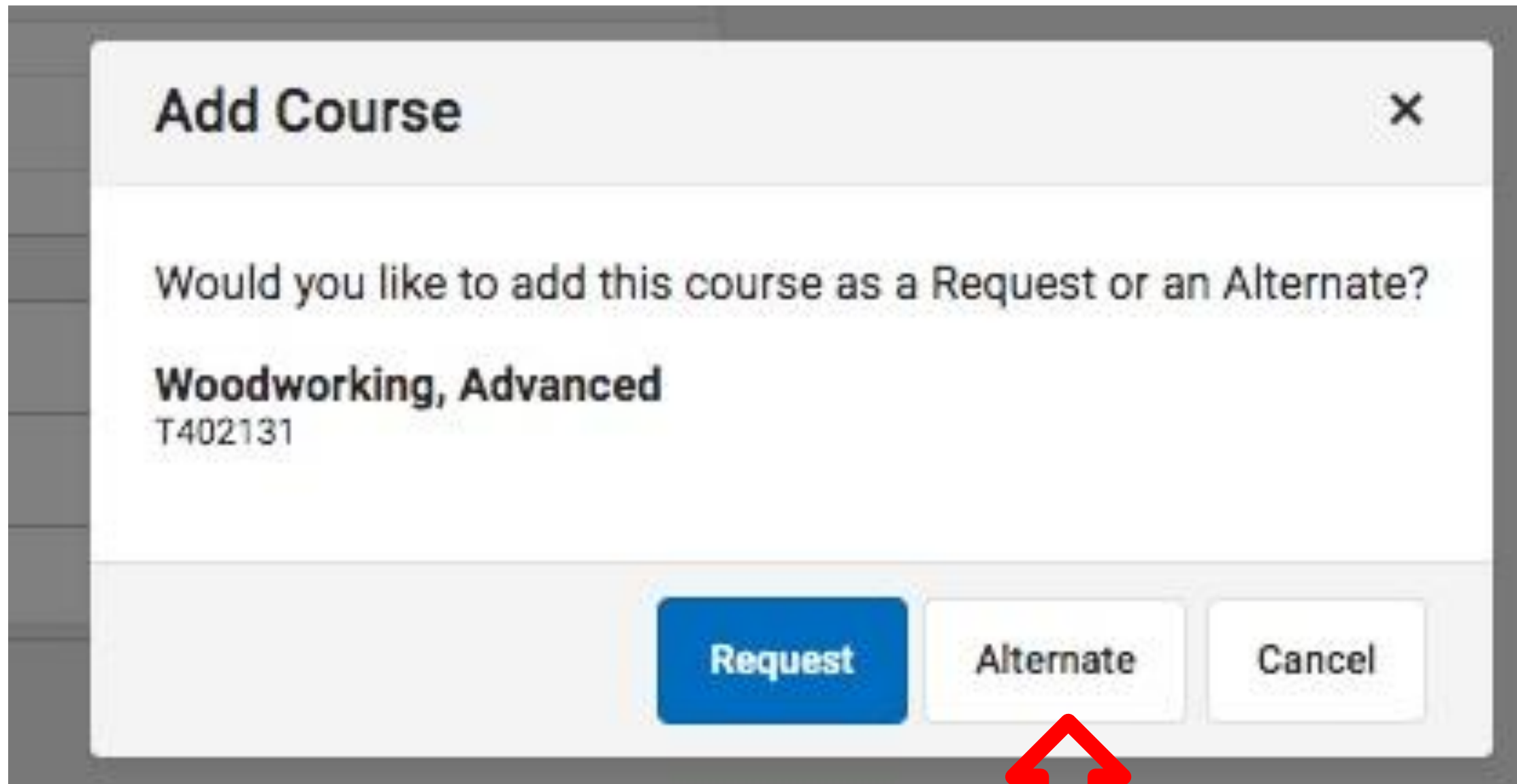
Units: 12/156

Add Course

physics

ACTION	COURSE NAME	UNITS
+	IB DP Physics HL S475113	2
+	IB DP Physics HL S475111	2
+	IB DP Physics SL S475101	2
+	IB DP Physics SL S475103	2
×	Physics S405113	2
×	Physics S405111	2

**STEP 11: When you reach 100% completion, ADD 3-4 MORE CLASSES AS ALTERNATES!**



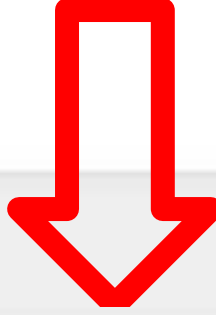
The image shows a screenshot of a software dialog box titled "Add Course" with a close button (X) in the top right corner. The main text inside the dialog asks, "Would you like to add this course as a Request or an Alternate?". Below this question, the course name "Woodworking, Advanced" and its ID "T402131" are displayed. At the bottom of the dialog, there are three buttons: "Request" (highlighted in blue), "Alternate", and "Cancel". A large red arrow points upwards from the bottom center of the image towards the "Alternate" button.

# How to remove a course you selected

**STEP 1:** Select the course you want to remove and click on “Delete Request”

L406301 - Debate

Final Marks - Z- Elective Credits: 1.000  
Units: 2  
*No course description.*



Convert to Alternate      Delete Request



Link to [these slides](#)



Link to [how to video](#)



Link to [elective sheet](#)



Link to [course guide](#)

