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"
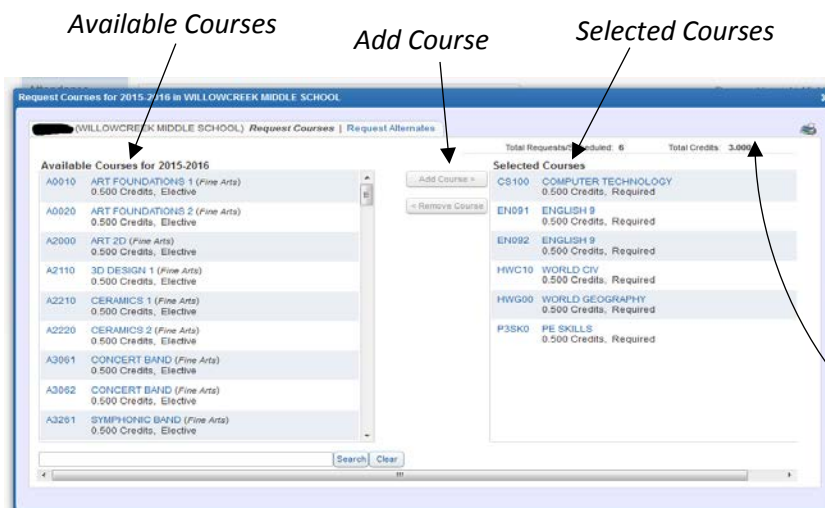- Log in to Skyward using your student login information

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

Step 3: Click on "Request Courses for 2016-17 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"

Available Courses   *Add Course*   *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

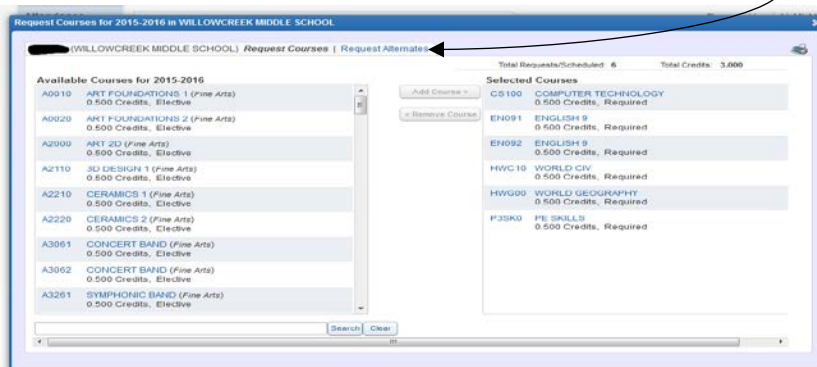**7th & 8th Grade next year classes to add: Electives**

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".