

## On-line Registration Procedures

- Log into your Skyward Family Access account on our BCCU2.org District website *Students need to log onto their Skyward account using their own username and password.*
- Click the tab on the left hand side that says "Schedule."
- On the Upper Right side of the screen is a long link for Next Year Course Selection.
- You will find available classes listed on the left, and an empty column on the right. Click on the class on the left side and "add" it to your schedule. If you would like to remove a class that you added, simply highlight the class on the right side and click to "remove" that class.
- The top right corner will reflect how many credits you have registered for. You must register for 14 credits.
- Once you have 14 credits selected, click on the "Request Alternates" tab at the top of the screen. Select one or two more classes and/or Study Hall. These classes will be used in case your chosen classes do not fit into your schedule.
- If you cannot remember whether you took a particular class or not, close the Scheduling tab and click on the Academic History tab to view your past classes and grades.