

ONLINE Registration Directions

- 1) Log onto the computer using your student login information
- 2) Click on the Internet Explorer icon, this takes you to the Puyallup School District Website
- 3) Click on the **A+** icon (Home Access Center) - upper right hand corner
- 4) Type your Username & Password and click **Login**
- 5) If you do not know or remember your Username or Password try the following:
 - a. Enter your student ID# for your Username and enter reset123 for your Password
 - b. You will be prompted to enter a new Password
 - c. You will need to confirm the new Password
 - d. Create two security questions and answers, if prompted to do so
- 6) In HAC, select the **CLASSES** icon at the top of the screen
- 7) Click the **REQUEST** tab to start the process of selecting your courses
- 8) Please refer to your Course Selection Sheet at this time
- 9) Click the **EDIT** tab for Career and Technical Education (CTE)
- 10) Scroll down the list of Pathways and check the Request box next to the Pathway of your choice - you may choose more than one - Pathways do not count toward your credits
- 11) Click **SAVE**
- 12) Please check to see that your Pathway appears on your screen
- 13) Click the **EDIT** tab for ENGLISH
- 14) Check the Request box for the English class you wish to take and click **SAVE**
- 15) Repeat for Social Studies or Science - depending on your grade level
- 16) Math requests have been loaded per teacher recommendation - please see your counselor if you desire a change
- 17) Continue selecting your course requests by clicking the **EDIT** tab at the end of the subject area of your choice
- 18) Check the Request box next to the class you wish to take and click **SAVE**
- 19) Continue selecting your requests until your **TOTAL credits = 6.0**
- 20) Next select your alternates by clicking the **EDIT** tab at the end of the subject area of your choice
- 21) Check the Request box next to the class you wish to take, but this time you must use the drop down to identify this course as an **Alternate to Any Course** and click **SAVE**
- 22) Continue selecting alternates until you have at least 3 semester and 3 yearlong courses

PLEASE RAISE YOUR HAND FOR COUNSELORS APPROVAL - then log off the computer.