

Farmington High School On-line Registration Instructions

Step by Step On-line Registration Instructions

Selecting Courses

1. Go to www.farmington.k12.mn.us.
2. Go to Farmington High School under schools.
3. Click on the “Registration 2018-2019” link.
4. Type in your user name (district login ex. joesmi01).
5. Type in your password (same as your school login for computer access)
** Note-You will disable your Student Portal account if you fail to successfully log in after three attempts. If you disable your account, wait for a day and then try again. If you are still having trouble logging in, please contact FHS at 651-252-2517.
6. Once you are logged in to CAMPUS PORTAL, click on “Registration 18-19” located on the left side of the page.
7. To select a course, click on “Course Search” at the top of the page. You are able to Search by: Course Name or Course Number, **DO NOT USE Course Name**. Type in the Course Number located on your course registration worksheet to make your request.
8. Click on “Go”
9. The course you selected will appear on the right hand side. If the course is correct, click on it.
10. Next, you will need to “request this course”. **DO NOT REQUEST COURSES AS ALTERNATES** (alternates will only be on your registration worksheet). Your requested course should appear in the requested courses section on the left hand side.
11. If you change your mind and need to delete a request, do so by clicking on the course under the requested courses section and then click on “Drop This Request”.
12. **THERE ISN'T A FINAL SUBMIT BUTTON**, once you have made your fifteen requests, you should print a summary of your requests for your records by clicking on “Print Request Summary” and then you are done.
13. Please be sure to “Log Out”.

Finalizing Registration



- ✓ Return your **Course Registration Worksheet** to your teacher.
- ✓ Be sure your course registration worksheet is complete with all course selections and parent signature.
- ✓ Familiarize yourself with the schedule correction guidelines on page 9 of the registration guide.