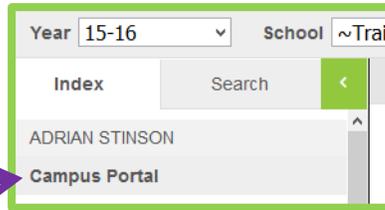# SUMMER PD REGISTRATION INSTRUCTIONS

Please use the following directions to make your EQ PD DAY session choices.

1. **LAUNCH FIREFOX** to log into Infinite Campus using the link **provided through the District website** (www.dmschools.org).

2. Click on the Campus Portal link.

3. Make sure the calendar says **15-16 ~Training –Summer**

4. Click on the Course Registration: 15-16 ~ Training-Summer link which is located beneath your first name.*

*If your children attend school in the district you will see a drop down box next to your name. You will need to choose YOUR name from the drop down list after clicking on the Select a student button***

5. Click on Course Search.
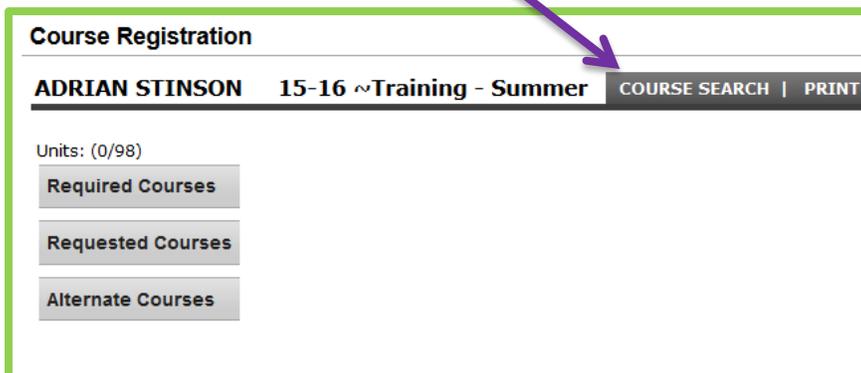
6. Search for "**TechCon**" and click on "Go"

7. Once you click on the Go button, the course will display to the right. Click on the course name.

8. Click on the button labeled Request this course.

9. There is a button available labeled **"Request as an Alternate,"** do not use this button because we are not tracking alternate choices. **PLEASE DO NOT REQUEST an ALTERNATE**, as we will have to go in and manually remove these requests.

10. You may now click on the Sign Out button.

11. Once you select your courses, requests will be submitted to the Office of Academics. You may make changes to your selections until the request(s) are honored. **Once the requests are honored, you can no longer make changes**. Any changes needed in the future **must be handled directly** by Adrian Stinson – adrian.stinson@dmschools.org or Carla Miller – carlamiller@dmschools.org in the Office of Academics. *Please do not go back into your portal and drop your request to add a new one, once your request is honored, you should not change it.*

12. If your requests cannot be honored due to maximum capacity limitations, you will receive an email the following day from Adrian Stinson instructing you to make another selection. If you do not receive any communication the following day, **you are enrolled in the course**.

13. Participants should be able to view their enrollments in the campus portal any time under their schedule. Simply log back into your Campus Portal, make sure your calendar is **15-16 ~ Summer**, and click on Schedule.