



ON-LINE REGISTRATION PROCEDURE

Current juniors at Orem High School will be registering for the 2010-2011 school year through the arena scheduling student access portal of the new "Skyward" program. The following information will guide students through this process.

On-line Arena scheduling for juniors will be available for students to use beginning Monday, March 8th at 3:00 p.m. through Friday March 12th. Arena Scheduling will be available for students to use 24 hours a day during this time period.

Computer Access to Arena Scheduling: All students will be able to login and create their 2010-2011 schedule from any computer with internet access. Students who do not have access to a computer at home can use the computers in the OHS Writing Lab after school or during their lunch hour. Computers will also be available for those students who do not have internet availability from **3:00-5:30 p.m. on Monday March 8th** in the OHS Writing Lab.

Using your newly assigned Skyward login and password you must first login to the Skyward Login Page as follows:

- GO TO www.oremhighschool.com and scroll to middle of the page and click on:
- SKYWARD Logo (Student Information System)
- Or go to www.alpine.k12.us and scroll to the middle of the page and click on Skyward

The following pages are screen shots students will see when they login to Skyward and begin the process of selecting their schedule. Additional information about specific registration questions follow below.

****Students will need to see a counselor for scheduling the following classes:**

1. To add a class in which **teacher permission** is required. Students will need to meet with their counselor and bring a note from the teacher giving permission to add their class.
2. To add a **teacher's aide** – the student needs to bring in a permission slip (which can be picked up in the counseling office) signed by a teacher in order to add a TA period.
3. To add **work based learning classes (Internship, work release etc)** – students need to have a class related to either their job or their internship placement and a form from Mr. Wakefield indicating they have completed the necessary paperwork.
4. To add an **Approved Released** period at the beginning or end of the day (seniors only). An approved Release Form (available in the Administration Office) must be filled out and signed by both the student and the parent. Students with a release must leave campus during their released period.
5. Students who would like to take a class through the **MATC** will need to go online and fill out an MATC Registration Form. Please pick up an information card from your counselor for online instructions. Once you have registered and paid for the class fees you will need to bring a receipt to your counselor so they can put it on your schedule. At this point your registration is complete.
6. Students who are planning on taking **Distance Learning** classes must have their counselor sign a UVU registration form and verify the student's GPA (minimum of 3.0 required) At this point your counselor will add it to your schedule.