

Online Registration:

Step 1: Go to www.west-central.k12.in.us

Step 2: Click on “Useful Links” and then on “Parent Connect – high school.”
<http://attend.west-central.k12.in.us/HS/parentconnect/> (Hold down CTRL and click on link to open from this document)

or if at school use: <http://10.10.10.4/HS/parentconnect>

Step 3: Enter your username (student ID#) and password.

Step 4: Click on “It’s time to register for next year.”

Step 5: Disable pop-up blockers (one will require you to right click on the gray bar across the top of the Parent Connect web page). Click on “It’s time to register for next year” again and then disable the Google pop-up blocker up in the Google toolbar. A new page should open showing the registration area.

Step 6: Choose the classes you are required to take for next year. If a class has an A and B part, choose only the A part. See the list provided for additional classes for which you should only choose the first part of the class. The program will automatically register you for the second part.

Step 7: Choose other classes to fill up your registration. You should register for a **minimum** of 16 credits. If a class has both an A part and a B part, it is worth 2 credits. You may want to make a few more choices in case something you have chosen won’t fit into the schedule once we set it up.

Step 8: When you are finished, click on “submit.” This will take you to a new page where you can print your registration. Occasionally we have a problem with the web page timing out before you get your information submitted and if this happens you will have to re-enter it. You may want to click on submit several times while you are working so that what you have entered gets saved.

Step 9: You can get online after today and make changes to your registration following the steps above (you may not have to deal with pop-up blockers at home). The final date for registration and changes to your registration will be January 15, 2011. After this date, you will not be able to make any changes without coming to the Guidance office.

The Course Description book for 2012-2013 is posted on the West Central website. Go to the website listed above and click on “Schools” and then choose “High School.” The book is listed as a link on the left hand side of the page.