

Login Procedures

1. Access the internet.
2. Type in the following address (note that there is no www at the beginning. Type http):
http://www.greenville.k12.sc.us/qcsd/portal.asp
3. Click on the **Student Portal** site. Type in your email and password to gain access.
4. Find the **Student Registration System** link. To logon, type in your perm number and birthdate. If you don't know your perm number, you will need to get this from your teacher or counselor. It is also on your report card. Make sure that the "day" of your birthdate is typed in as 2 digits (ex. 9/05/94)

When you log in, you will immediately see a small box appear. It contains information from your school that tells you the maximum number of Electives and Alternates your school allows for selection.

Adding and Deleting Course Requests

Step 1: Select a Course. Step 2: Choose Elective or Alternate. Step 3: Click the Add Course button.

Requested courses at HILLCREST HIGH :

 Elective (3 Allowed)
 Alternate (3 Allowed)

Add Course

Add a Course Request

1. Click on the down arrow in the "Select a Course" field.
2. Select Elective or Alternative. (Elective means the same thing as Related Arts.) The yellow bar will tell the student how many electives/related arts and alternates the schools wants him to select.
3. Click the yellow **Add Course** button. A message will appear in green beneath the yellow bar stating that the course has been added to your requests and the course will appear in the Requested Courses for the Next School Year section. If the requested course is not added, the reason will appear in brown beneath the yellow bar. Once it appears, it is saved.

T = Teacher C = Counselor S, A = Student

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 Elective (3 Allowed)
 Alternate (3 Allowed)

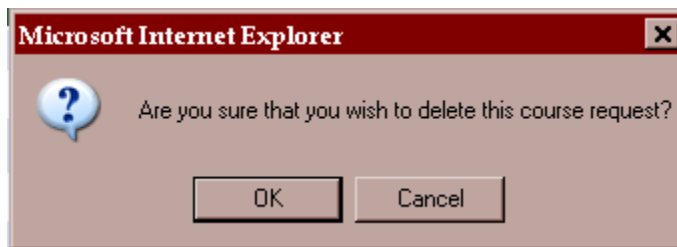
Add Course

	Course ID	Title	Duration	Assigned By	Credit Value
T	336009CW	Global Studies 2 CP	SX	Haltiwanger, K WADE HAMPTON HIGH	1.00
T	412106CW	Geometry CP	SX	Barrier, D WADE HAMPTON HIGH	1.00
T	301235HW	English 2 Honors: Amer Lit Analysis	SX	White, J WADE HAMPTON HIGH	1.00
T	322104CW	Biology 1 CP	SX	Eshenbaugh, D WADE HAMPTON HIGH	1.00
C	370100CH	Drivers Education	SX	Salahudin-Bolden,A WADE HAMPTON HIGH	0.50
C	510000CH	Keyboarding	QX	Salahudin-Bolden,A WADE HAMPTON HIGH	0.50
S	305001CW	Journalism 1	SX		1.00
S	303201CW	Creative Writing	SX		1.00
A1	580401CW	Clothing & Textiles 1	SX		1.00

*** If you see duplicate recommendations, please let the teacher who made the recommendation or your counselor know.**

Deleting Course Requests

1. Click on the **trash can** to the left of the course you need to delete. A message box appears. As a student, you can only delete course requests tagged with S (Student) and/or any courses you have selected as Alternates.



2. Click OK

Viewing Records – Students can view their course history (unofficial transcript), a current schedule and past test scores by clicking on the yellow button at the bottom of the schedule. The information is “read-only.”

[View Records](#)

Course History (unofficial transcript) Only unit-bearing courses are displayed.

Course History				
Only courses bearing Carnegie Units are shown.				
GRADE: ALL				
Grade 8				
Course	Title	Credit Earned	Grade	School Year
301116HW	English 1 Honors: Genre Analysis	1.0	89	2007
411115HW	Algebra 1 H	1.0	85	2007

Current Schedule for this school year

The current schedule for this school year should reflect the courses you are taking this year.

Course	Title	Teacher	Duration
06323200	Advisor 11 (yr)	Robert Freeland	YR
411204CW	Algebra 2 CP	Heather Hodges	YR
323102CW	Chemistry 1 CP	Jamie Mason	YR
500802CH	Computer Apps 1	Brett Buzzell	S2
335007CH	Economics CP	James Bertollo	S2
301332CW	English 3 CP: Am Lit Stu	Juanita Lyda	YR
309945CW	Film Criticism	AnnEllen Hughes	YR
510002CH	Keyboarding	Ranelle Hughey	S1
334008CW	Psychology CP	Nancy Conner	YR
365306CW	Spanish 3 CP	Stephanie Stone	YR
333007CH	US Government CP	Shannon Cox	S1

Student Logoff Tab

[LOGOFF](#)

Logoff exits the system.