Course Request Selection Process for 9th Grade JMS Students:

Begin by logging into the Infinite Campus portal https://campus.johnston.k12.ia.us/campus/portal/johnston.jsp

1) Log in with Student Infinite Campus User Name and Password

2) Click on Registration: 16-17 Johnston Middle School on the left hand side toolbar

3) Click on Course Search on the top of the screen

4) Type a FEW letters of the name of the course in the Course Name box
   NOTE: First 3 letters of the course title works best. The more specific you make the name; the more difficult it may be to find THAT exact course. You do not need the course number

5) Hit “Enter” or the “Go” button

6) Click on the course that you are searching for from the right hand column.
   9th Grade Courses are 4 digit numbers
   If the course does NOT display, adjust your search and click “Go” again

7) When you click on the course, a course description will appear below
   Read the description and then either click “Request This Course” or search for another course
   DO NOT SELECT REQUEST AS AN ALTERNATE!

8) Repeat steps 3 – 7 for each course
   Year long courses must be selected twice
   Once for Fall semester and once for the Spring semester (F and S listed at end of course number)

9) If you select the incorrect course, simply click on the name of that course under Requested Courses, and a “Drop This Request” button will appear to delete it

10) When finished, simply click the blue “Sign Out” at the top right corner
    You will receive a “WARNING” message. Select OK and your course requests have been saved

You CAN NOT request Study Halls computer will automatically assign

The JHS Course Selection Handbook can be found online on the Johnston Community School District website under the “Schools” tab at the top of the page then on the Johnston Middle School Student Services web page