William Mendenhall Middle School
2019-2020 Course Registration - Guide

1. Go to https://www.livermoreschools.org/mendenhall.
   a. Find the "Academics" tab and choose "Course Registration"
2. Click on the Registration Link: https://ps.lvjusd.k12.ca.us/public/home.html
3. Enter Your Student's Username and Password and click Sign In.

   ☐ Student's **Username** is the student's Student ID Number.

   ☐ Student's **Password** is the student's Birth Date and will be 5 or 6 digits (1 or 2 digits for the month, 2 digits for the date, and 2 digits for the year.

   For example, the password for a birthday of January 1, 2007 will be '10107.'
   November 1, 2007 will be '110107'

4. Click on *Class Registration.*

5. Read and follow the instructions to register for Core and Elective Courses. Use the Course Catalog as a Resource.
   ☐ Each of the items with red exclamation point needs to have a course chosen. Click on the edit button (pencil icon) on the right side of the screen to begin making your selection.
       • After you have successfully chosen a course, the red exclamation point will become a green check mark.

   ☐ You must click *Submit* at the bottom of the page after you complete your requests. You cannot save work in progress. You are logged off after 10 minutes away from the screen.

   ☐ You may change your mind, return to the screen, change your course selections, and submit again while the online registration window is open.

Note:
   • **Online Course Registration will be available through Monday, May 6**
   • ***This is not a "first come, first served" registration.***