



## **Pine Lake Preparatory**

### **Instructions for Course Registration**

### **2016-2017**

Here is the process to be followed for students to register for classes to be taken during the 2016-2017 Pine Lake school year:

1. Go to the HomeBase website from [www.pinelakeprep.org](http://www.pinelakeprep.org) under Quick Links: HomeBase Login on the home page.
2. Log in to HomeBase using your Access ID and Password.
3. On the left under Navigation, click on Class Registration.
4. The options for your next grade will appear.
  - a. Once you have selected a course a green check mark will appear.
  - b. A red exclamation mark signifies a required field and you need to select a course.
  - c. Click on the pencil to make your selections.
  - d. Click the submit tab to save your selections. You are able to go back to Class Registration and make changes and submit again. This can be done many times until access is restricted by an administrator.
  - e. Be sure you have 7 classes unless you are doing dual enrollment. If you think you need a study hall, please pick it under electives.

If you have questions regarding your course selection for next year, don't hesitate to have a conversation with your teachers.