# Online District Registration Online Schedule Change Requests

The **ClassMate District Portal** is a secure site that allows authorized district personnel to easily submit requests for both CTE and Academic student schedules for the upcoming school year. By using point and click drop-down menus, counselors can request schedule changes and withdrawals with no manual data entry required.

Prior to the first login, authorized users must have a valid email address recorded in the ClassMate System. The District Portal is then easily accessed using any web browser. Contact your CTEC or BOCES administrator for support.

**Getting Started**

To gain access to the **District Portal, access the following URL**:

https://portals.classmate.net/dp/sitename

This will lead the user to the new **ClassMate District Portal Welcome Page** where authorized District Personnel can **Login or Register** to create an account
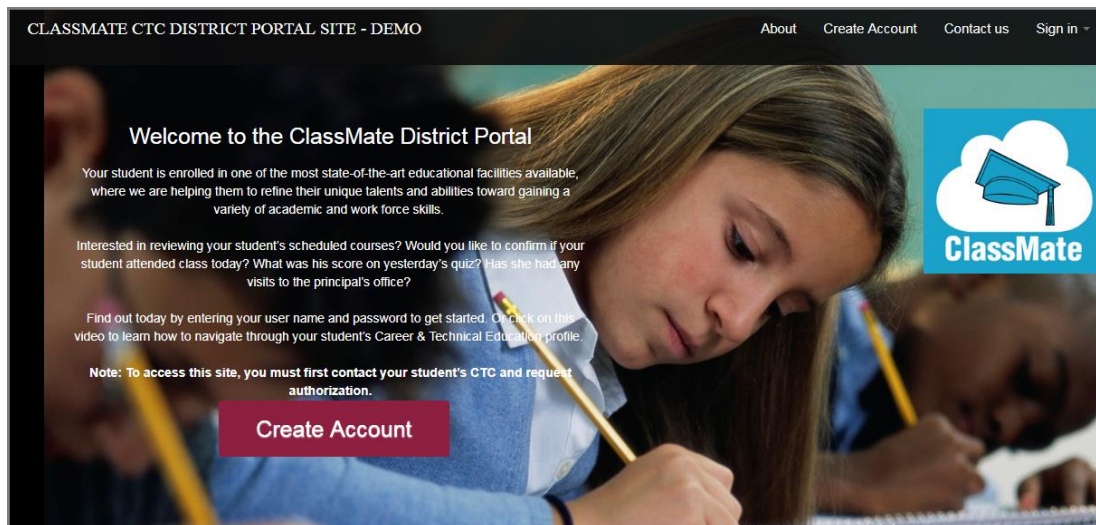
## First Time Users Account Creation:

Prior to logging into the ClassMate District Portal you must:
1. Contact the student's CTC and request authorization
2. Create an account via the District Portal

## Creating an Account:

You will only have to create the account as a first time user.
- Click the **Register Now** link located in the center bottom portion of the screen

Note: To access this site, you must first contact your student's CTC and request authorization.
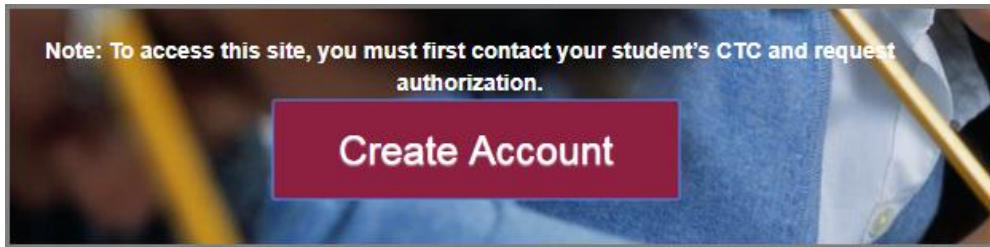
**Create Account**

The following information is mandatory for portal access. Enter the following:
- **Name (First)**
- **Name (Last)**
- **Username**
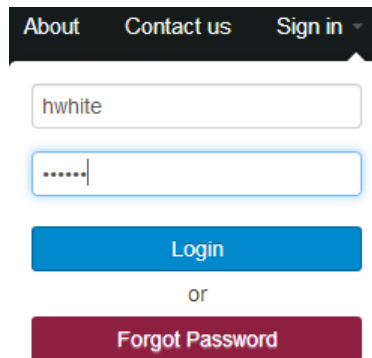- **Email**
- **Password**
- **Confirm Password**

### Create a New Account

| Max | * |
| Stern | |
| Maxmax | * |
| max2abc.com | * |
| •••••••• | * |
| •••••••• | * |

**Need an account?**

Register now, it's free and easy!.

Cancel    Submit

Click the **Blue Submit** Button

An email registration confirmation will be sent to the email address entered during account creation.
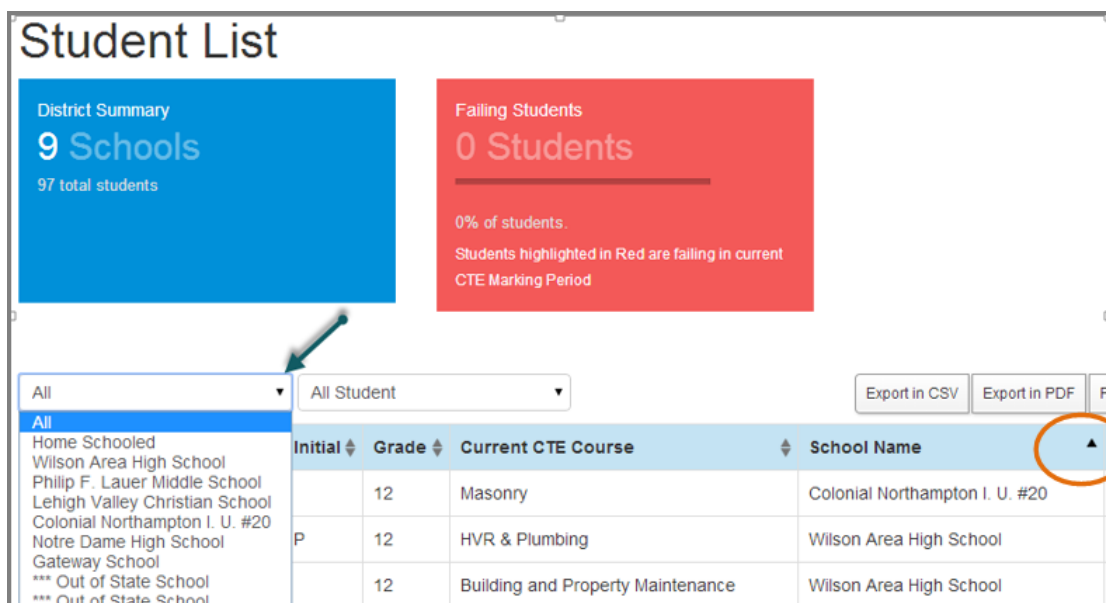
## Signing In:

- Enter the **User Name** you created when registering your account
- Enter the **Password** you created when registering your account
- Click **Login**



## Viewing Students:

- By default all students from all schools the user is authorized to view will be displayed. Filter these student by school using the drop down menu. When viewing all student sort by school  by clicking on the **School Name** column header
- The **BLUE** District Summary box will display the  number schools the user has access to view and the total number of students
- The **RED** Failing Students box will display the number of student failing during the current CTE marking period

## Making an Online Schedule Change Request:

- Click on the student's name to access the Student Views

| Last Name | First Name | Initial | Grade | Current CTE Course | School Name | District Name | State | A |
|-----------|-----------|---------|-------|--------------------|-------------|---------------|-------|---|
| Burson | Jacob | P | 12 | | Wilson Area High School | Wilson School District | PA | 1 |
| Burson | Kaylee | | 12 | | Wilson Area High School | Wilson School District | PA | 1 |
| Burson | Sierra | A | 10 | | Wilson Area High School | Wilson School District | PA | 1 |

(Toolbar above table: All | All Student | Export in CSV | Export in PDF | Print | Search:)

- Select the Schedule Icon to view the current schedule and request schedule changes

✔ Attendance    ★ Grades    ⚖ Discipline    📅 Schedule    📢 Reports

Our school believes that regular student attendance is directly related to academic and vocational success, benefits a student's emotional and social development, provides the opportunity for important communication between teacher and student, and establishes regular habits of dependability important to the future employability success of the student. Please review attendance with your child regularly.

Click on a current course in the schedule to open the Change/Withdraw Request Window

## Schedule Summary

| Course | Class | Mon | Tue | Wed | Thur | Fri | Room | Instructor | Location |
|--------|-------|-----|-----|-----|------|-----|------|-----------|----------|
| Administrative Assistant | AM1 | 07:50 AM | 07:50 AM | 07:50 AM | 07:50 AM | 07:50 AM | Adult Day Care | Brian Hall | ClassLink Career and Technical Center |
| HVR & Plumbing | PM | 11:40 AM | 11:40 AM | 11:40 AM | 11:40 AM | 11:40 AM | HVR & Plumbing Classroom | Kevin Packers jfenstermacher@classlink.com | ClassLink Career and Technical Center |
| Physical Education | PE6T2 | N/A | 12:21 PM | N/A | N/A | N/A | Physical Education Center | Carla Burson jfenstermacher@classlink.com | ClassLink Career and Technical Center |

## To enter a Schedule Change Request:
Note: This is to make Change requests for currently scheduled courses/classes ONLY

**Change/Withdraw Request** ✕
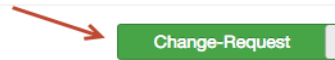


Change-Request

**Current Course:**

| Course Name: | Administrative Assistant |
| Class: | AM1 |

**End Date:** ① 2014-09-03

**Reason:** ② Withdrawn From CIT ⬍

**Requested Course:**

**Course Name:** ③ Cosmetology ⬍

**Class:** ④ AM ⬍

**Start Date:** ⑤ 2014-09-04

**Comment:** changed mind

**Make sure toggle is set to Change-Request *(default setting)**

**Under Current Course:**
1- Enter an End Date
2- Enter a Reason from the drop-down provided

**Under Requested Course:**
3- Select the new Course Requested
4- Select the new class session Requested
5- Enter a Start Date for the new course/class
6- Save Changes
*Note: Comment is optional

Close | Save changes ⑥

After the change request has been saved. You will the see the **Change** request in the **Pending Changes Grid.**

**Pending Schedule Changes**

New Schedule Registration

| Type | Status | Course | Class | Requested Course | Requested Class | Location | Requested Location | Comment | Process Date | Created |
|------|--------|--------|-------|------------------|-----------------|----------|--------------------|---------|--------------|---------|
| Change | OPEN | Automotive Technology | PM | Automotive Technology | AM | Harris Career and Technical Center | Harris Career and Technical Center | | | Ms. Heather White *Jul 7th, 2017 10:57 am* |

Showing 1 to 1 of 1 entries

← Previous | 1 | Next →

## To enter a Withdrawal Request:

Note: This is to make Withdrawal requests for currently scheduled courses/classes ONLY

Change/Withdraw Request ✕

Withdrawal-Request

Current Course:

| Course Name: | HVR & Plumbing |
| Class: | PM |
| End Date: | ① 2014-09-03 |
| Reason: | ② Withdrawn From CIT ⬍ |
| Comment: | returned to home school |

**Click Change-Request toggle to select Withdrawal- Request**

**Under Current Course:**
1- Enter an End Date
2- Enter a Withdrawal Reason from the drop-down provided
3- Save Changes
*Note: Comment is optional

Close    Save changes ③

After the withdrawal request has been saved. You will the see the **Withdrawal** request in the **Pending Changes Grid.**

## Pending Schedule Changes

New Schedule Registration

| Type | Status | Course | Class | Requested Course | Requested Class | Location | Requested Location | Comment | Process Date | Created |
|------|--------|--------|-------|------------------|-----------------|----------|--------------------|---------|--------------|---------|
| Withdraw | OPEN | Physical Education | PE6F2 | N/A | | Harris Career and Technical Center | N/A | | | Ms. Heather White *Jul 7th, 2017 11:04 am* |
| Change | OPEN | Automotive Technology | PM | Automotive Technology | AM | Harris Career and Technical Center | Harris Career and Technical Center | | | Ms. Heather White *Jul 7th, 2017 10:57 am* |

Showing 1 to 2 of 2 entries        ← Previous  1  Next →

## Pending Schedule Changes

The pending schedule changes grid allows user to :

- View pending schedule change requests for currently scheduled course & classes
- View pending withdrawal request for currently scheduled course & classes
- Update and/or Remove change requests
- Update and/or Remove withdrawal requests
- Request NEW course and classes (Not currently scheduled)



## Editing and/or Remove a Change Request

Select the **Orange** change button to display the current request

The current change request will display

Make any necessary edits

Select **Save Changes** button to save edits or **Remove Request** button to delete the change request entirely

## Editing and/or Remove a Withdrawal Request

②     Select the **Red** withdrawal button to display the current withdrawal request
       The current withdrawal request will display
       Make any necessary edits
       Select **Save Changes** button to save edits or **Remove Request** button to delete the change request entirely

## New Schedule Registration:

Brand new course/ class enrollment requests

## New Schedule Registration ✖

**Begin Date:** ① 2014-09-04

**Comment:** comment here

- - - - - - - - - - - - - - - - - - - - - - - - - - - -

Select the appropriate Location(s) for this student:

☑CTE: ②

ClassLink Career and Technic ▾

- - - - - - - - - - - - - - - - - - - - - - - - - - - -

CTE Registration for "*Selected Location*"

③ Preference: Building and Property Mainter ▾        ④ AM -AM ▾

No Academic Content

Pullout Preference(s):

| Health Education ▾ | HE1F1 -Period 1 - Friday ▾ | Fall Semester | Spring Semester | **Full Year** |
| Select an Academic Course... ▾ | Select a Class.................... ▾ | Fall Semester | Spring Semester | **Full Year** |
| Select an Academic Course... ▾ | Select a Class.................... ▾ | Fall Semester | Spring Semester | **Full Year** |

Close   Save changes ⑤

**Under New Schedule Registration:**
1- Enter a Begin Date
2- Select a Location
3- Select a Course
4- Select a Class
5- Save Changes
Notes: Comments are optional

*Pull-out Preferences are optional-
not all sites offer Academic Pull-outs

## Schedule Request Editing/ Deletion
Editing a Withdrawal

## ClassMate Team:

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