

Online High School Registration Instructions

Wakefield Middle School

Logging on: (the first time)

1. Log in on your computer. Go to Internet Explorer.
2. Go to <https://span.wcpss.net>
3. On the "SPAN Login" page, for "User Name," enter your complete NCWise student number (located on the label on your registration folder). Enter the temporary password you have been given (inside your registration folder)
4. Hit "enter" or click on "Connect" to move to the next screen.
5. You will be prompted to create a new password. For your new password, use your first and last initial followed by the 2-digit month and 2-digit day of your birth. (Example: bj0910) Then retype your new password. Click on "Change Password" to complete this process.

Reviewing recommendations:

Click on "View Recommendations" in the menu on the left side of the screen. You will see a list of the 9th grade courses your current teachers have recommended for you to select when you register.

Selecting Courses:

1. Click on **Select Courses** in the menu.
2. Go to **Select Course to Add: Course Type/Course Title.**
 - o Click on the **Primary** button, then click on the dropdown menu. You will see the list of Recommended Courses. Click on each one and after each selection, click on **Add Selected Course**. (If you decide to take a course different from the one your teacher has recommended, do not select the course from the recommended list. Select the replacement course from the open-enrollment courses.
 - o In the list of **Open Electives** below the recommended courses, click to select **Healthful Living** and each additional course that are your 1st choice electives. After each selection, click on **Add Selected Course**
 - o Click on the **Alternate** button, then the dropdown menu to select each of your three 2nd choice electives. After each selection, click on **Add Selected Course**.

(To change a selection, click on the box next to the course name you wish to drop, then click on **Delete Selected Course**.)

- o Click on **Course of Study** dropdown menu to choose your Course of Study and Career Pathway (if applicable.) (College Prep=College University)

Repeat this procedure for each school where you need to select courses.

All of your course selections are automatically saved when you click **Add Selected Course**. You can log out and return to your course selections at any time.

Finalizing and Printing Verification Forms:



Check your selections carefully. You will not be able to make any changes to your course selections after you click Finalize.

When registering online at home, after finalizing, you must print out a verification page, have it signed by a parent/guardian, and bring it to school to turn in on the day your class is scheduled to go to the lab for registration.