LCISD Summer School Registration & Payment

1.	From the LCISD webpage (<u>www.lcisd.org</u>) click on the Family Access button on the top left corner of the page.	Family Access Response A PROUD TRADITION A BRIGHT FUTURE
2.	Click on the "Login" button on the right side menu. If you have forgotten your username or password, click the "Forgot Username/ Password" link and follow the directions on that page.	Family Access Link Login Family Access Help Forgot Username/Password Other Family Access Issues
3.	Enter your Family Access username and password and click the "Sign In" button.	LAMAR CISD LAMAR CISD LAMAR CISD - 04/15/2015 Login ID: username Password Password Forgot your Login/Password? 05.16.02.00.03
4.	On the left side main menu, select the option "Arena Scheduling". A pop up will appear showing the names of all students that qualify to take summer school classes.	Home Arena Scheduling Calendar Gradebook Attendance Student Info

5.	Under the appropriate student name, click on the current school year link. The Arena Scheduling menu will open in the center of the screen.			
6.	 You can filter by period (period 1 is AM; period 2 is PM) or subject to find specific courses. You can also scroll through the list of available courses. There is also a course search field in the bottom right corner of the screen. Credit Recovery classes all begin with "CR" in the course title (ex: CR: English 1 A) The "Fit" column specifies whether that course/section fits in your schedule. 			
	Once you have identified the course/section you would like to register for, click the "Add" button in the "Option" column.			
	Arena Scheduling			
	Period: Subject: Apply Reset A Alternate Class F - Class is Full • Filter Filter P - Class has Pre-Requisite C - Class has Co-Requisite			
	(Summer School) View/Print Schedule Submit Schedule Messages			
	Add Yes 32 US Government MTWRF 1 SS1 10-12 Social Studies 4840/01			
7.	After the "Add" button is clicked, the screen briefly refreshes and the Option column changes to			
7.	display "Remove" for that course/section. This can be clicked to remove that course/section from			
	your summer school requests.			
	After all Summer School requests have been entered, click the "Submit Schedule" button.			
	The "Submit Schedule" window will open.			
	Arena Scheduling			
	Period: Subject: Apply Reset * (Ind)icators: Image: Constraint of the state o			
	(Summer School) View/Print Schedule Submit Schedule Messages			
	OptionFitSeats AvailCourseDays MeetPrdIrm"IndGradesSubjectClassRm#RemoveEnr31US GovernmentMTWRF1SS110-12Social Studies4840/01			
	Course Search			

 8. If the requested courses are correct, click the "Submit Schedule" button in the "Submit Schedule" screen. A confirmation window will open. If the courses are not correct, click the red "X" in the upper right corner of the "Submit Schedule" window. 	Submit Schedule X Arena Scheduling - Submit Classes for Student Status: Open School Year: 2016 Graduation Year: 2018 Graduation Year: 2018 Credits: 0.500 Print Schedule Submit Schedule Term 1 Term 2 US GOVT (4840/01) MTWRF Bidg: 002 Rm: Period 2			
 9. In the "Submit Schedule" confirmation window, click "Yes" if you are sure you want to submit your schedule. The "Submit Schedule" window will close and you will return to the Arena Scheduling screen. 	Submit Schedule Image: Constraint of the system Student Status: Open School Year: 2016 Graduation Credits: 0.5 Submit Schedule Image: Credits: 0.5 Print Sch Are you sure you want to submit your schedule? Yes No Veriod 1 (4840/01) MTWRF Bidg: 002 Rm: Period 2			
10. The Arena Scheduling screen will now show "Enr" for all classes in which the student is enrolled for Summer School.				
Arena Scheduling				
Period: Subject: Apply Filter F	* (Ind)icators: A - Alternate Class F - Class is Full P - Class has Pre-Requisite C - Class has Co-Requisite			
(Summer School) View/Print Schedule Submit Schedul	ule Messages			
Option Fit Seats Avail Course Days Meet	Prd Trm *Ind Grades Subject Class Rm #			
Enr 31 US Government MTWRF 1	SS1 10- 12 Social Studies 4840/01			
H4 4 > DH	Course Search			
(Summer School) View/Print Schedule Submit Schedule Option Fit Seats Avail Course Days Meet Enr 31 US Government MTWRF 1	Image: Process rise refrequisite C - Class rise co-requisite ule Messages Prd Trm *Ind Grades SS1 10- 12 Social Studies 4840/01 Course Search			