Infinite Campus – Parent and Student Portal is the Fulton County Schools system to connect parents and students to student information. This resource is designed to give you details on all the resources available in the parent portal. Click the topic that you need more information on to go to the section. All parents must register to begin accessing Campus Parent. Students have access through ClassLink.
# Table of Contents

**Access**
- New User Registration ......................................................... 4

**Logging In**
- Parents ..................................................................................... 5
- Students ................................................................................... 6

**Symbols & Icons**
- Settings .................................................................................... 7
- Notification Settings ................................................................. 7
- Account Settings ........................................................................ 7
- Contact Preferences ................................................................. 8
- Current Devices ......................................................................... 8

**Message Center** ...................................................................... 8

**Today** ..................................................................................... 8

**Calendar** ................................................................................ 8

**Assignments** .......................................................................... 9

**Grades** ................................................................................... 9

**Gradebook Update** .................................................................. 9

**Attendance** ............................................................................ 10

**Schedule** ................................................................................ 10

**Fees** ....................................................................................... 10
- How to Pay Fees ....................................................................... 10

**Documents** ............................................................................ 12
- How to View/Print Documents .................................................. 13
- How to Sign Documents ......................................................... 13

**Academic Plan** ........................................................................ 15

**More**

**Assessments** .......................................................................... 19

**Family Information** ................................................................. 20
- How to Update Phone and Email ............................................. 20

**Important Dates** ...................................................................... 21

**Lockers** .................................................................................. 21

**Transportation** ....................................................................... 21

**GTID** ...................................................................................... 21
ACCESS

- If you are a current parent and had a Campus Portal account previously in Fulton County, nothing needs to be done. Your prior account will continue to work if your student is an active student.
- If you are a current parent and need to add a new student to your profile, complete the Online Registration found in the section “More”
- Parents new to Fulton County can register one of two ways, 1) From an email they receive within 24 hours of registration or 2) By requesting a registration email from the Fulton County Parent Portal page.

New Parent User Registration

- From the FCS website, click on the icon Campus Portal

- Click on the link – Infinite Campus Parent Portal Activation and enter the email address that is on file with Fulton County Schools.

- Once you receive an email to enroll in Campus Parent, click on the link provided.
  - The email will come from InfiniteCampus@fultonschools.org.
  - If you are using a Gmail account, you will need to check both your Spam and Junk folders.
- To register a Fulton County student, you must provide the following information:
• After registering, you will then create your username and password.

• The first time you sign in, a recovery email address will be requested. This is the email address that will be used if you forget your username or password.

• The Campus Password is the same password that was created on the previous screen.

Logging In
Parents: Go to www.fultonschools.org. Select the Campus Portal icon in the middle of the page:

• From the Campus Portal Landing Page, click the Enter the Infinite Campus Parent Portal button

• You can log into Campus Parent via the Web or by downloading the App to a smartphone.
• Enter the username and password you created.

‘The Campus Parent account must first be set up on a computer prior to downloading and logging into the

**Students:** Go to [www.fultonschools.org](http://www.fultonschools.org). Select the Classlink icon in the middle of the page:

• Enter your FCS log in credentials to access Classlink

• Click the FCS Apps and click on the Infinite Campus Icon

**Symbols & Icons**

• When on the web, Campus Portal, select the icon 📌 to collapse the menu on the left side of the screen.
• Select the desired student (if you have more than one)
• To view any notifications or messages, select the bell 📣
• To review account settings, select the person icon 📚
**Settings**

- Access account settings by clicking on the person icon and selecting “Settings”.

**Notification Settings**

- Allows the users to opt out of receiving specific kinds of notifications, establish thresholds, and set limits. Click the arrows to change the threshold or click and drag the dot.

**Account Settings**

- Account settings allows a user to update their security email and password. The Account Security Email is the email used if a user forgets their username or password. This was completed when you created your Campus Portal account.

- Passwords can be modified by clicking update. Strong passwords are enforced. Passwords should have a minimum of 8 characters and at least one character must be a number. Do not use special characters (i.e. @, #, $, %).
Contact Preferences
- Manage your contact preference by selecting the desired language, when you receive messages, and how you receive that message (phone call, email, or text message). Messages can be sent about priority, general information, attendance, teacher communication, behavior, and emergency. Currently messages are only being sent via email. If changes are needed for email or phone, make them in the Family Information section under More.

Current Devices
- This will show what mobile devices have been linked to your account.

Message Center
- The Message Center includes announcements that are posted by the school or district level. Click Show More to display additional text for longer announcements.

- The Inbox displays messages sent to the parent, including those from teachers. They may contain valuable information about possible field trips, assignments, school announcements and assemblies. Please check regularly and delete when read. Click on the > to expand the information.

Today
- The Today view shows the selected student’s schedule for the current day, any assignments due today or tomorrow and any documents needing attention if applicable. The schedule shows the courses, time of day, teachers name and room number.

Calendar
- The Calendar displays data for Assignments, Schedule, and Attendance. Dots below dates in assignments or attendance have data. Click on the date to expand the information.
Assignments

- The Assignments tool lists all assignments for the student for the entire school year. The subject, comments and grades are listed. Click specific assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.

Grades

- The Grades tool shows all the grades earned by the selected student for all tasks. Term grades are posted in bold, with In-Progress grades indicated as "In-progress."

- Clicking on > next to the grade will display the assignments that make up the specific grade.

Click settings to hide dropped courses or courses without grades or assignments

**Gradebook Update**

- Grade Book Updates lists all the assignments that have been scored or updated in the last 14 days. These are listed in the order the teacher updated the gradebook, not by due date.
### Attendance
- The Attendance tool lists the absences and tardy for those periods that took attendance. Navigate between terms using the options at the top. To view details, click on a specific period. On the detail view, absences and tardy are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardy listed below.

### Schedule
- The Schedule tool shows the student's schedule by day (including block scheduling), term/semester and whole year. Each schedule includes the times of the periods, with the teacher's name and room assigned. Filter by semester.

### Fees
- The Fees tab lists all transactions that have been assigned to a person, including all payments, adjustments, balance, and existing surplus.

### How to Pay Fees

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Campus Student/Parent Portal</td>
</tr>
<tr>
<td>2</td>
<td>Click on Fees</td>
</tr>
<tr>
<td>3</td>
<td>Add Items to Cart</td>
</tr>
<tr>
<td>4</td>
<td>View Cart</td>
</tr>
<tr>
<td>5</td>
<td>Add Payment Method</td>
</tr>
</tbody>
</table>
- **Step 1:** Open Campus Student/Parent Portal
- **Step 2:** Select Fees to see your pending charges for your approved classes
- **Step 3:** Fees that have been assigned to student will display. Choose which student (if multiple), School Year and Type you want to view. Default will display all for the current year and unpaid. Choose the Items you want to Pay for by clicking the Add to Cart button.

- **Step 4:** Items will show the number you have in your cart. Click on My Cart to view and pay for the items. You can also set up your Payment Method here.

- **Step 5:** Click on the Add Payment Method button and fill out the information on the side panel that displays.
• **Step 6:** Enter the Email Address for Receipt and Click on Submit Payment for the items you want to pay for.

![Submit Payment](image)

• **Step 7:** Confirm payment amount and click Yes if correct.

![Confirm Payment](image)

• **Step 8:** You can also set up Payment method, view payment history, recurring payments, and optional payments (if applicable) from the My Accounts.

![My Accounts](image)

**Documents**

- The Documents tool allows users to access a PDF of any document shared with them. From here, parents and students can access schedules, report cards, progress reports, and unofficial transcripts for the specified student. If the student is in Special Education, the IEP/Eligibility should be available. Documents that require action, i.e., TAG eligibility, Withdrawal Form, Code of Conduct, FRL Consent, Counseling forms, etc., are also available in the Documents tool. When using a smartphone, check your settings to allow PDF documents.
How to View/Print Documents

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Open Campus Student/Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Click on Documents</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select the desired document you wish to view or print</td>
</tr>
</tbody>
</table>

- **Step 1:** Open Campus Student/Parent Portal
- **Step 2:** At the Campus portal landing page, click Documents in the left menu.

**Step 3:** Select the desired student if more than one and click the arrow next to the document to generate the PDF.

How to Sign Documents

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Log in to Campus Student/Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Click on Documents</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select the document you need to approve or sign</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Click on the arrow to open and complete all fields that require information.</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Click in the signature box and select <strong>SIGN</strong> or <strong>DECLINE</strong>.</td>
</tr>
</tbody>
</table>
• **Step 1:** Open Campus Student/Parent Portal
• **Step 2:** At the Campus portal landing page, click Documents in the left menu.

![Documents Menu]

• **Step 3:** Look for the document you need to approve or sign, it will be noted with “Needs Attention”.

![Needs Attention]

• **Step 4:** Click on the arrow to open and complete all fields that require information.

![Open Document]

• **Step 5:** Click in the signature box and select **SIGN** or **DECLINE**.

![Signature Dialog]

  o **Step 5a: Sign** - By completing the Sign and Submit, you agree as outlined on the form. Your signature and date will appear on the form.

![Signature on Form]
• **Step 5b: Decline** - By declining, you are NOT agreeing to the request as described on the form. The word DECLINED will appear with the date.

If you have declined and pressed the SUBMIT button, please confirm your selection.

**Note:** If you have multiple students, you must complete a separate form for each student.

**Academic Plan**

- The Academic Plan (for high school students) displays the student’s assigned Academic Program and the courses the student has planned to take in each school year. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Log in to Campus Student/Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Select Academic Plan</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select Post Grad Location and Post Grad Plans</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Select Desired Report</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Print Progress Report</td>
</tr>
</tbody>
</table>

- **Step 1:** Open Campus Student/Parent Portal
- **Step 2:** Select Academic Plan from the menu - If you have multiple students and no plan appears, change the student profile to the desired High School student.
**Step 3: Select Post Grad Location and Post Grad Plans**

- **Location** - Select In-State or Out-of-State based on where the student will go after graduation. If not sure, choose In-State.
- **Plans** – Select the projected location for post-graduation. If not sure, select Four Year Public. Select Next.

![Image of Infinite Campus interface showing steps to select post-grad location and plans.]

**Step 4: Academic Plan Page** – Select the desired report.

- **Course Plan Report** – Similar print out of the page seen on this screen.
- **Progress Report** – Detailed view of credit type, course requirements, and compound requirements.

![Image of Infinite Campus academic plan page showing course plan report and progress report options.]
• **Step 5:** Print Progress Report
  - Select Progress Report, then select Report Type and Report Format and then Generate
    - Type options include Summary or Detail
    - Format options include PDF or Document

  ![Progress Report Image](image)

  **Note:** The report will open in a separate window.

• **Summary of Academic Plan Progress Report**
  - When viewing the Academic Progress of a student, the following should be noted
  - The **Credit Type** section lists the credits a student earned in a specific content area. This section is noting the credits earned.
  - The **Course Requirements** section shows whether a student has taken, passed, or is planned to take the specific course requirements needed to graduate.
  - A student can be highlighted in green in the Credit Type section but red in the Course Requirement section. It is important that students are highlighted green in both sections which indicates that they have met both the credit and course requirements needed to graduate.

  ![Credit Type and Course Requirements](image)
- **Detail/Expanded Academic Progress Report**
  - Choose Select All for a more detailed report

![Progress Report](image)

**Academic Plan Progress Report**

- This report will display the student's progress toward completion of an Academic Plan.
- View progress toward Graduation or Academic Program:
  - General Diploma (Graduation)

**Report Type**

- Summary
- Detail

**Select one or more options**

- Select All
- Credit Type Details
- Course Requirement Details
- Test Requirement Details
- Compound Requirement Details
- Academic Program Requirement Details

**Report Format**

- PDF
- DOCK

**Generate Report**

**Cancel**

---

**Credits for each subject area. Lists the course name and grade level when taken.**

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>08</th>
<th>09</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit toward Academic Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shows:**
- Earned credit
- In-Progress credit
- Planned credit

---

**Shows Credits earned in a content area**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Status</th>
<th>Score</th>
<th>Credit toward Academic Plan</th>
<th>Credit Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>23:261040 5th Lit/Comp H</td>
<td>Earned</td>
<td>92</td>
<td>1.0/1.0</td>
<td>1.0 credit toward to English</td>
</tr>
</tbody>
</table>

---

**Shows earned grade and credits towards Academic Plan**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Status</th>
<th>Score</th>
<th>Credit toward Academic Plan</th>
<th>Credit Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>23:261040 5th Lit/Comp H</td>
<td>Earned</td>
<td>92</td>
<td>1.0/1.0</td>
<td>1.0 credit toward to English</td>
</tr>
</tbody>
</table>

---

**Shows:**
- Earned credit
- In-Progress credit
- Planned credit

---

**Shows Credits earned in a content area**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Status</th>
<th>Score</th>
<th>Credit toward Academic Plan</th>
<th>Credit Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>23:261040 5th Lit/Comp H</td>
<td>Earned</td>
<td>92</td>
<td>1.0/1.0</td>
<td>1.0 credit toward to English</td>
</tr>
</tbody>
</table>

---

**Shows earned grade and credits towards Academic Plan**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
<th>Status</th>
<th>Score</th>
<th>Credit toward Academic Plan</th>
<th>Credit Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>23:261040 5th Lit/Comp H</td>
<td>Earned</td>
<td>92</td>
<td>1.0/1.0</td>
<td>1.0 credit toward to English</td>
</tr>
</tbody>
</table>

---

**Shows:**
- Earned credit
- In-Progress credit
- Planned credit
More

Assessments

- Will display any of the assessments released by the district.
- How to View Assessment Scores

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Log in to Campus Student/Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Select More and then Assessments</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select the Desired Assessment</td>
</tr>
</tbody>
</table>

- **Step 1:** Log in to Campus Student/Parent Portal
- **Step 2:** Select More and Assessments from the menu. Click the arrow to open the Assessments window.
- **Step 3:** Select Desired Assessment
  - The list of assessments includes the ACCESS test from the ESOL department as well as other district and state assessments.
  - The screen will list the date and score for the assessment. For additional information about the purpose go to the [Fulton County Schools Assessment page](#).

---

**Family Information**

- Allows you to update email and phone numbers for the household.

**How to Update Phone and Email**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to Campus Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select More and then Family Information</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select Update</td>
</tr>
<tr>
<td>Step 4</td>
<td>Enter Information and Select Update to save</td>
</tr>
</tbody>
</table>

---

- **Step 1:** Log into Campus Parent Portal
- **Step 2:** Select More and then Family Information
• **Step 3:** Select Update next to the desired change

![Contact Information Image]

• **Step 4:** Enter Information and Select Update to Save

![Update Contact Information Image]

**Important Dates**

- Lists district wide Holidays, Teacher Workdays and Professional Development Days

**Lockers**

- Shows a student’s locker information

**Transportation**

- Information includes bus numbers, time, and location for pick up and drop off

**GTID**

- Lists the student’s Georgia Testing ID
Online Registration

- Used for students moving from one Fulton County School to another or update existing demographic information for the household such as:
  - Address
  - Contacts
  - Priority pick-up
  - Enroll new student(s)
  - Changes to medical including, medications and/or mental or health conditions

How to Update Census Data: Address, Contacts, Medical, & enroll new students

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Log into Campus Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Select More and then Online Registration</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select Current Year Existing Student Registration and Start</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Verify all Current Students are Listed and select Begin Registration</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Select the preferred Language and Begin updates</td>
</tr>
<tr>
<td>Step 6:</td>
<td>Select the Application Type</td>
</tr>
<tr>
<td>Step 7:</td>
<td>Update Primary Household</td>
</tr>
<tr>
<td>Step 8:</td>
<td>Update Parent/Guardian</td>
</tr>
<tr>
<td>Step 9:</td>
<td>Update Emergency Contact</td>
</tr>
<tr>
<td>Step 10:</td>
<td>Update Student</td>
</tr>
<tr>
<td>Step 11:</td>
<td>Submit OLR Application Update</td>
</tr>
</tbody>
</table>

- **Step 1**: Log into Campus Parent Portal
- **Step 2**: Select More and then Online Registration
• **Step 3:** Select Current Year Existing Student Registration and Start

![Image of registration form]

• **Step 4:** A verification screen for the type of application you wish to complete will appear. All students currently associated with the parent/guardian login will be listed. Once verified, click Begin Registration.

![Image of registration form]

**Note:** Any changes to contacts will be applied to all students in your household. Updates for a specific student must be made to their individual record.

• **Step 5:** Select your preferred language and click BEGIN

![Image of language selection]
• **Step 6:** On the Application Type pleat, choose the type of update. When a parent chooses "Census Update or In-System Transfer" a comment box will be available, type in appropriate reason i.e. "Address verification or Contact Change" and select next.

![Image of Application Type](image)

• **Step 7:** The first section to verify and update is the Student(s) Primary Household.
  - **Step 7a:** Primary Phone – This is the main phone number for the household
  - **Step 7b:** Physical address - You will need to verify that the address listed is correct or click the box below the address to make any changes. You will also be able to upload two *current* proofs of residency from the approved list of items.

  ![Physical Address](image)

  Upload the most current *proof of residence*. If you are unable to upload the required documents, please contact the enrolling school.

  Upload a current Water or Electric Bill to verify residency. Gas bills are NOT accepted.

  ![Upload Water or Electric Bill](image)

  Upload the most current Proof of Residence.

  ![Upload Proof of Residence](image)

  Upload a copy of the registering Parent/Guardian Identification.

  ![Upload Parent/Guardian ID](image)
• **Step 8:** Update Parent/Guardian Section. Complete this section if guardian information changes, such as adding or removing stepparent or updating the address of one parent. If a section is in Yellow, click edit to make appropriate changes.

• **Step 9:** Update Emergency Contact Section. Review the contact information and click in the box when you need to remove the individual as a contact for ANY of the students in the family.
• **Step 10:** Update Student Information. If any student is highlighted in yellow, you must edit and update all sections. Any areas that need updates will be marked in **red.** Review these sections carefully.
  
  - If an emergency contact changes for one student but not another, ensure those changes are made for all necessary students
  - If relationships change for a student, update on the Relationships tab for both Guardian and Emergency Contacts. Remember to update the contact sequence for each contact.
  - Update all Emergency Information such as doctor
  - Update all Health Conditions and or Medications

![Student Information](Image)

• **Step 11:** Remember to submit your OLR application update

All information that is updated will be automatically populated into Campus without the need for review except for the following fields:

  - Changed or New Address
  - New people added to include parents, emergency contacts, other household members, and students
  - Students with any added medical or mental health conditions and/or medications
  - Applications where there is a Parent/Guardian that has been added or removed as a guardian

If any of these fields are changed by the parent, the school will need to review the application prior to approving the parent’s changes.

**SLDS**

- This a link to the Statewide Longitudinal Data System (SLDS) Dashboard. [GA DOE SLDS Resources](#)

**Next Year Course Request**

- Is for approving courses for next year (only available at certain times of the year)

**504 Meeting**

- If a student has a 504 plan and you need to view or sign documents.
**How to View a Student's Section 504 Plan**

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Log in to Campus Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Select More and then 504 Meeting</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select the Plan you want to view</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Sign the 504</td>
</tr>
</tbody>
</table>

- **Step 1**: Log into your Campus Parent Portal
- **Step 2**: Select More and then 504 Meeting

![Image of Campus Parent Portal]

- **Step 3**: The 504 Portal will open to the Current Plan, click All Meetings if you need a previous plan.

![Image of 504 Portal]

- **Step 4**: Scroll down to the Meeting Attendees to sign

![Image of Meeting Attendees]
VECTOR Course Request

- VECTOR is the module that replaces Genius for Fulton Virtual and Summer School registration.

How to Request or Drop a Course in VECTOR

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Open Campus Student/Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Log in to VECTOR – Course Request</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Select Request Course</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Register for Course</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Request to Drop a Course</td>
</tr>
<tr>
<td>Step 6:</td>
<td>Click Request Drop</td>
</tr>
<tr>
<td>Step 7:</td>
<td>Enter Drop Reason (Required)</td>
</tr>
<tr>
<td>Step 8:</td>
<td>Verify your registration status</td>
</tr>
</tbody>
</table>

- **Step 1:** Log into Campus Parent Portal
- **Step 2:** Select More from the menu and then select VECTOR – Course Request

![Image of Campus Parent Portal]

- **Step 3:** Click Request Course

![Image of Request Course option]
• **Step 4:** Select the 1) **School – School Year/Term** and 2) **Course** from the drop downs you are registering for. 3) Click Submit Request when done.

   The course will show as pending on your landing page until approved by school personnel.

   ![Request Course](image)

**How to Drop a Course in VECTOR**

• **Step 5:** To Request to Drop a Class from your VECTOR – Course Request landing page click the Details button next to the course you would like to request to drop

   ![Course Request - Student, 104](image)

• **Step 6:** Click Request Drop button

   ![Request for 216 Student at Fulton Virtual School - 2023/S2](image)

• **Step 7:** Enter a Drop Reason (Required) and click Submit Drop Request button.
- **Step 8:** You can check the status of all your classes from your VECTOR – Course Request landing page

<table>
<thead>
<tr>
<th>Status</th>
<th>School - Year/Term</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Fulton Virtual School - 2023/S1</td>
<td>06.3161001 - FVS Entrepreneurship A</td>
</tr>
<tr>
<td>Dropped</td>
<td>Fulton Virtual School - 2023/S1</td>
<td>07.3413001 - FVS Intro Bus &amp; Tech A</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Fulton Virtual School - 2023/S1</td>
<td>23.3610001 - FVS 9th Lit/Comp A</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Fulton Virtual School - 2023/S1</td>
<td>26.3120001 - FVS Biology A</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Fulton Virtual School - 2023/S1</td>
<td>27.3990001 - FVS GSE Algebra I A</td>
</tr>
</tbody>
</table>

**Quick Links**

- Web links that the Fulton County Schools has determined maybe useful. Currently there are links to individual school’s websites.