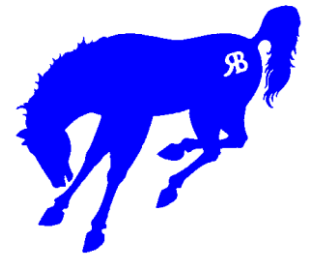


Rancho Bernardo High School



CRF Online - Directions

"Home of the Broncos"

WARNINGS: avoid these errors that will cause you problems submitting your classes

- **ONLY** use the "Course ID" box to search for classes
- **DO NOT** use "Lock Course Request" button –automatically locks on April 1.
- **DO NOT** use the "Course Title" box.

These will limit your ability to search classes (set back to "empty" if you make a mistake).

You will need your completed CRF with you to start below:

1) Login to [Synergy](#). (Use your normal Library Computer Login)

(account login problems go to: <https://www.powayusd.com/en-US/Departments/Tech-Innovation/Parent-Resources?viewmode=0>)

2) Click "**Course Request**" (tab on left menu after logging in)

3) Click the blue bar "**Click here to change course requests**"

4) Enter class number from CRF in "**Course ID**" search box, then click the "**Add Request**" button.

Warning: DO NOT use the "Course Title" box, or other menus

(reset them back to "empty" if you make a mistake, or you may not find the correct class).

5) After selecting the "**Add Request**" button for the quarter long class, the selection should move up to the "**Selected Course Requests**" window.

6) Repeat steps #4 & #5 until you have selected at least 16 quarters/course numbers

(EXAMPLE:English 1-2 on CRF shows course numbers 000301-000302. Enter course number for English1 (000301) and then select the class. Next enter the course number for English2 (000302) and then select the class). *Note: Year long courses require 4 course numbers (grouped in grey typically) Band students, or taking PVC online classes can result in more than 16 numbers.

7) If you choose to take a period off roll, there is a course number for each quarter. EXAMPLE: Off-Roll Period 4 (Term 2/Quarters 3 & 4) on the CRF shows the course number(491003-491004). Enter a course number for Quarter 3(491003) and select Quarter 3 off roll. Next enter a course number for quarter 4 (491004) and select quarter 4 off roll.

8) After you have at least 16 quarter course numbers selected, click the bar "**Click here to return to course summary**" (on right)

9) Look over your selections one more time to be sure they are correct – make any changes to your selections. **DO NOT select "Lock Course Requests"** – not locking allows you to make changes to your classes, but this will automatically be locked after April.1.

If you made a mistake and have locked your classes, you can ask your counselor to correct the error when you meet to review your course choices or you can come by during any time that is not class time. Counselors will call in each student for an individual appointment to review graduation requirements and advise about college and career options during February and March. You will be called out of a class for this.

Summer school information will be posted at <https://www.powayusd.com/en-US/Departments/Alternative-Programs/SUMMER-SCHOOL> as soon as available (usually updated late May). For now, you should make plans for next year with the expectation that there will be no summer school except for students that previously received an F in a math, English, or history class at RBHS..