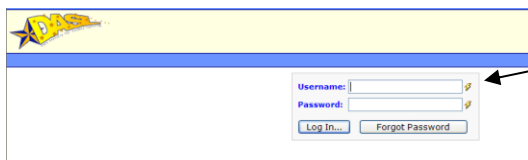


Student Name:	Period:	Teacher:
Username:	Password:	(Passwords do not contain the letter O.)

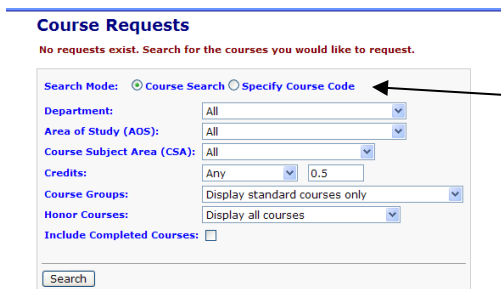
We will be completing your schedule requests for the 2018-2019 school year on the computer. Please use your registration sheets for your course numbers. Be accurate!

STEP 1: Go to your school email to locate your user name and password.



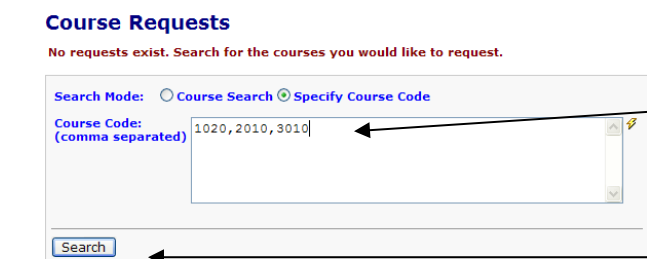
Enter your username and password from this sheet. Click login
IMPORTANT! TYPE THIS EXACTLY AS SHOWN!

STEP 2:



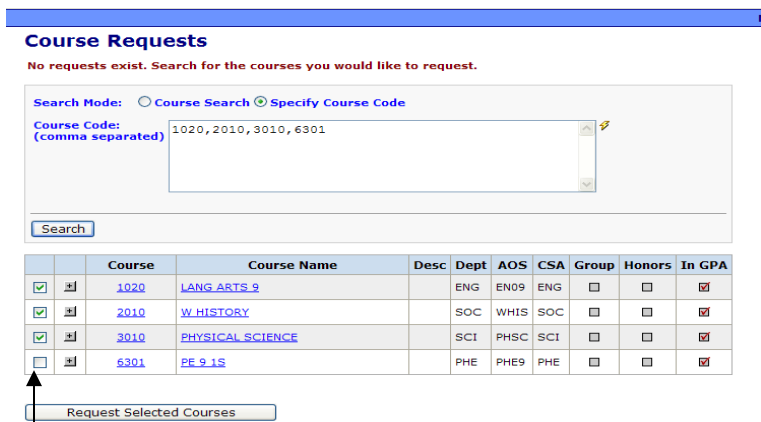
Click on **specify course code**

STEP 3:



Enter the course numbers from your registration sheets. Put a comma after each series of numbers. Do not leave spaces.
1020,2010,3010,6401
When you are finished, click the **search button**.

STEP 4:



Your requested courses are displayed.
If you like your selections, click **Request Selected Courses**.
If you need to add another course, enter the course number then hit request selected courses. When everything is correct, click **request selected courses**.

If you entered a course in error, uncheck the box.

STEP 5

Course Requests

The selected requests were added successfully

After finalizing your requests, remember to "Review Requests" and submit them.

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
X 1020	LANG ARTS 9			1.00		Student Pending
X 2010	W HISTORY			1.00		Student Pending
X 3010	PHYSICAL SCIENCE			1.00		Student Pending

Review Requests

Search Mode: Course Search Specify Course Code

Course Code:
(comma separated) 1020,2010,3010

Search

You will receive a message that **the selected requests were added successfully.**

Click review requests.

STEP 6

Request Review

Your requests have not been submitted. Click "Submit Requests" to confirm that you

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
1020	LANG ARTS 9			1.00		Student Pending
2010	W HISTORY			1.00		Student Pending
3010	PHYSICAL SCIENCE			1.00		Student Pending

Credit Total: 3.00

Submit Requests

Cancel

Click submit requests.

STEP 7

My Account | Log Out | Print

Course Requests

The requests were submitted

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
1020	LANG ARTS 9			1.00		Approved
2010	W HISTORY			1.00		Approved
3010	PHYSICAL SCIENCE			1.00		Approved

Review Requests

If the status in **Step 8** does not state **approved**, you need to **STOP** and contact your counselor.

STEP 9

Request Cut-off Date: 2/10/2010

Course Requests | My Account | Log Out | Print

#1 Click **PRINT**- Save a copy for you

Request Review

#2 Click **Log Out**

Your requests have already been submitted.