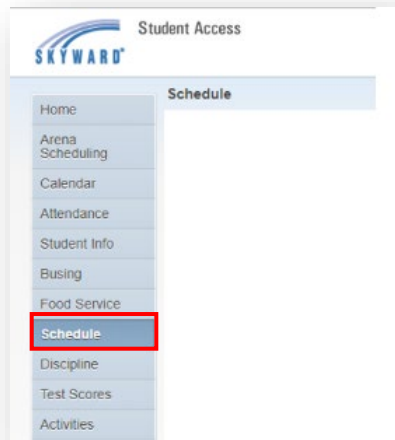


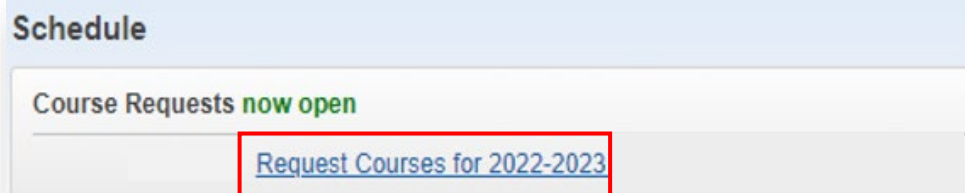
Instructions for Online Course Requests for 2022-2023

Login to Student Access on a Chromebook or Computer (not available in the Mobile App)

Click **Schedule** on the menu along the left side of the screen.

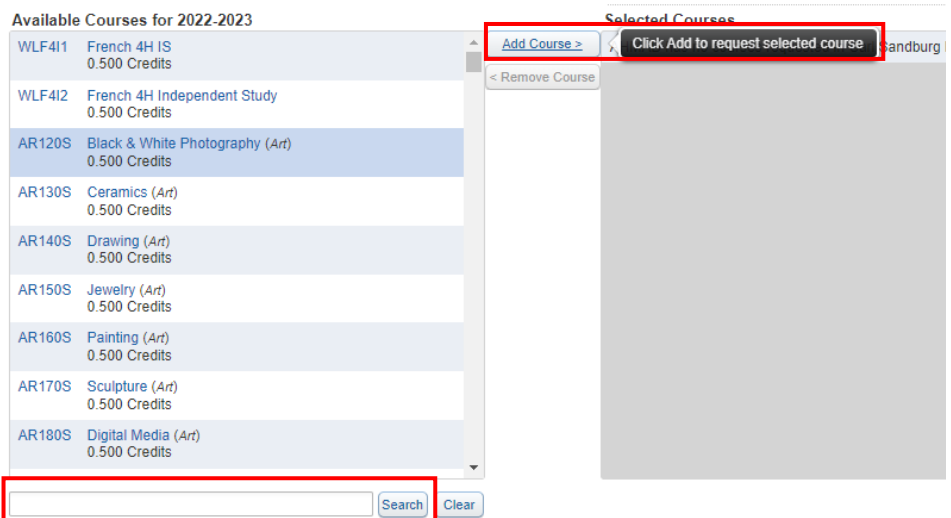


Click the link to **Request Courses for the 2022-2023** school year at the top of the screen.



To a Add Course

Search for the course on the left side of the request window by scrolling down or searching by course name in the search bar at the bottom. When the course is found, highlight it and click the **Add Course** button.



Instructions for Online Course Requests for 2022-2023

Remove a Course

Selected courses will display on the right side of the request window.

To remove a selected course, highlight it and click the **Remove Course** button.

Total Requests/Scheduled: 2 Total Credits: 1.000

Available Courses for 2022-2023		Selected Courses	
MA21S1	Math 2 (EL) 0.500 Credits	AR120S	Black & White Photography (Art) 0.500 Credits
MA21S2	Math 2 (EL) 0.500 Credits	AR130S	Ceramics (Art) 0.500 Credits
MA2101	Math 2 (Mathematics) 0.500 Credits		
MA2102	Math 2 (Mathematics) 0.500 Credits		
MA21E1	Math 2 (Mathematics) 0.500 Credits		
MA21E2	Math 2 (Mathematics) 0.500 Credits		

Request Alternate Courses

If alternate course requests are needed, click the **Request Alternates** link at the top of the request window and follow the same procedure to add or remove courses.

Request Courses **Request Alternates**

Total Requests/Scheduled: 2 Total Alternates: 0 Total Credits: 1.000

Available Alternate Courses for 2022-2023		Selected Alternate Courses	
WLF411	French 4H IS 0.500 Credits	R	AR120S Black & White Photography (Art) 0.500 Credits
WLF412	French 4H Independent Study 0.500 Credits	R	AR130S Ceramics (Art) 0.500 Credits
AR120S	Black & White Photography (Art) 0.500 Credits		
AR130S	Ceramics (Art) 0.500 Credits		
AR140S	Drawing (Art) 0.500 Credits		
AR150S	Jewelry (Art) 0.500 Credits		

Once all course requests and alternates (if needed) have been added, the request window can be closed.

Just click the red **X** in the upper right corner and your selections are automatically saved.

Any changes can be made to the selections while the course request scheduling window is open. Simply follow this same process.