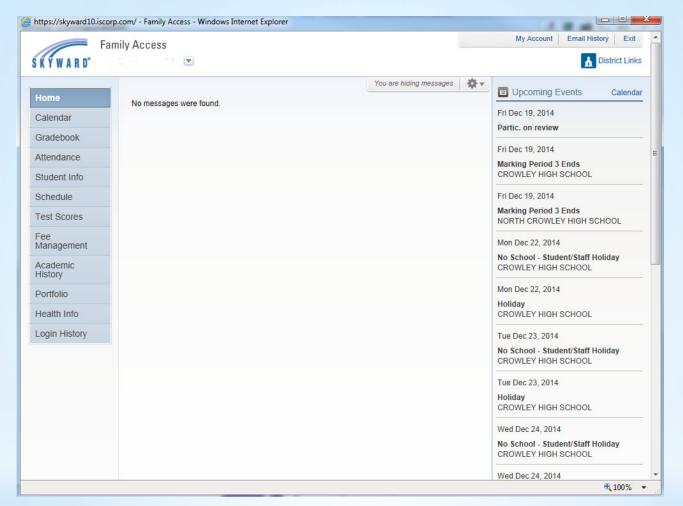
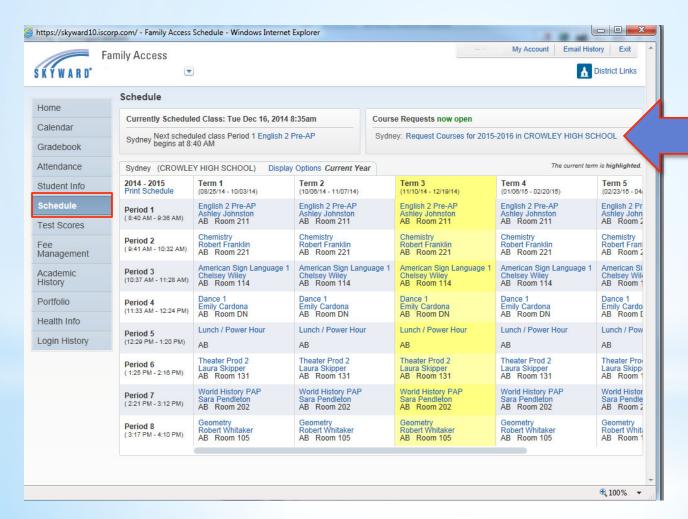
*2015-2016 Online Course Requests



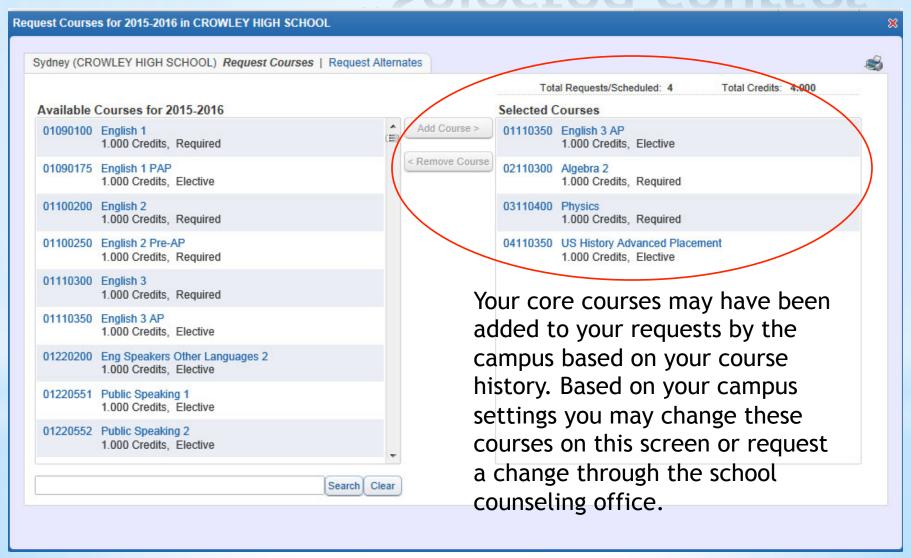
*Log Into Family Access

*Select Schedule Tab

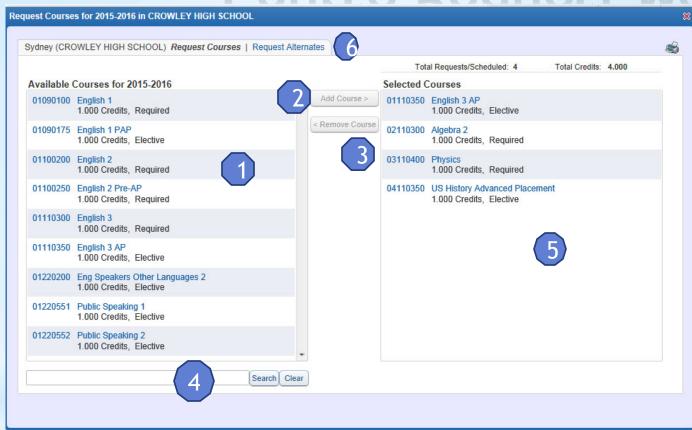


On the schedule Tab you will see the course request link for the 2015-2016 school year. Follow the link to begin adding requests.

*Selected courses

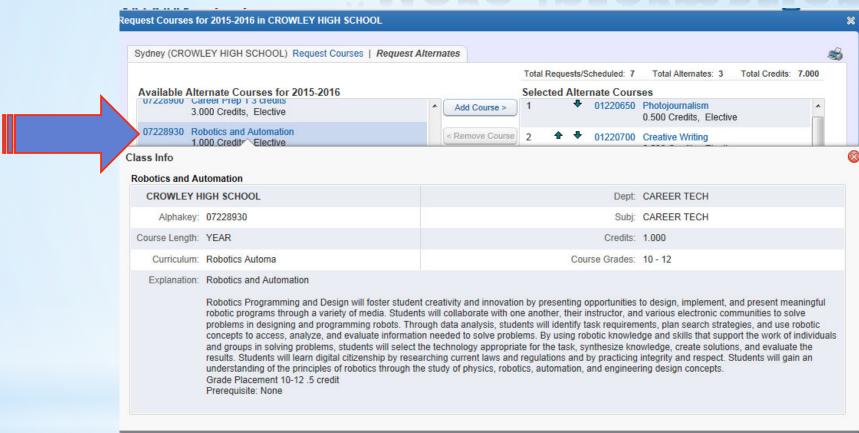


*Course Request Menu



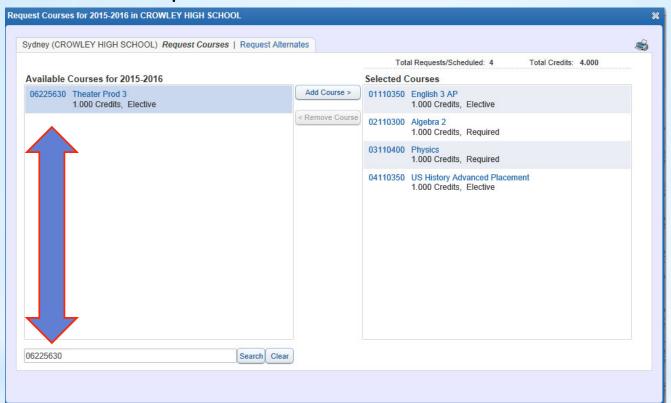
- Available Courses Selection Screen
- Add Course Button
- 3. Remove Course Button
- 4. Search for a course dialogue box
- 5. Selected Courses Screen
- 6. Alternate Request Tab





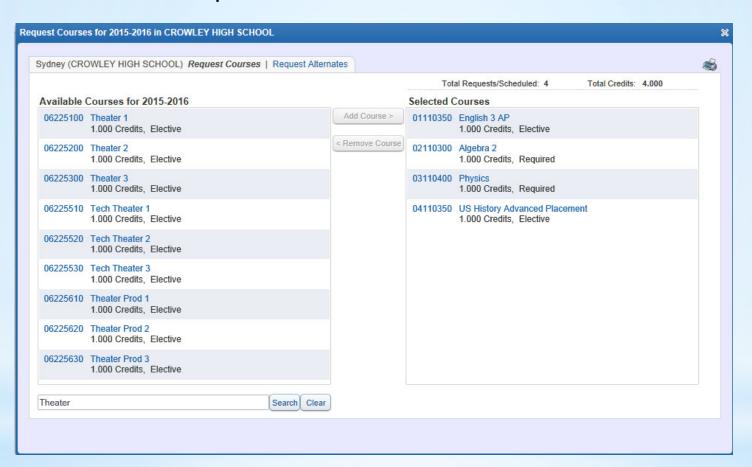
For more information about a course click the title or course number.

On the search tab you can type in the course number from the Student Handbook then click search. This will bring the exact course up on the available course list.



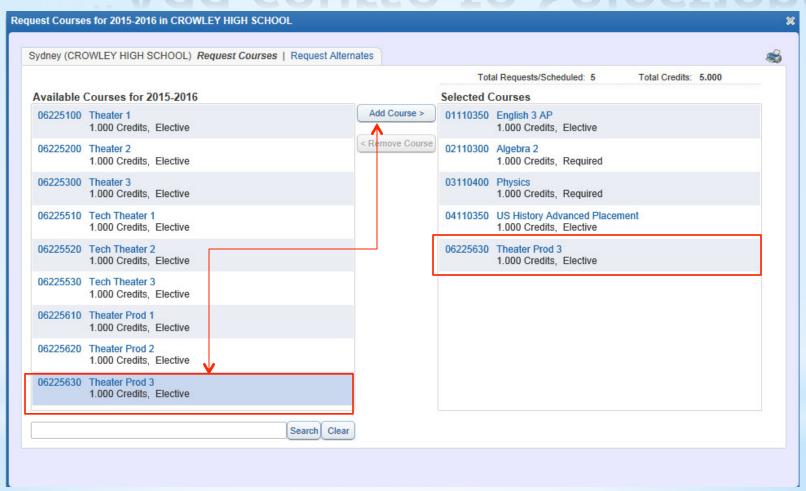
*Find Course by Course Number

On the search tab you can type in the all or part of the course title from the Student Handbook then click search. This will bring the closest matches up on the available course list.



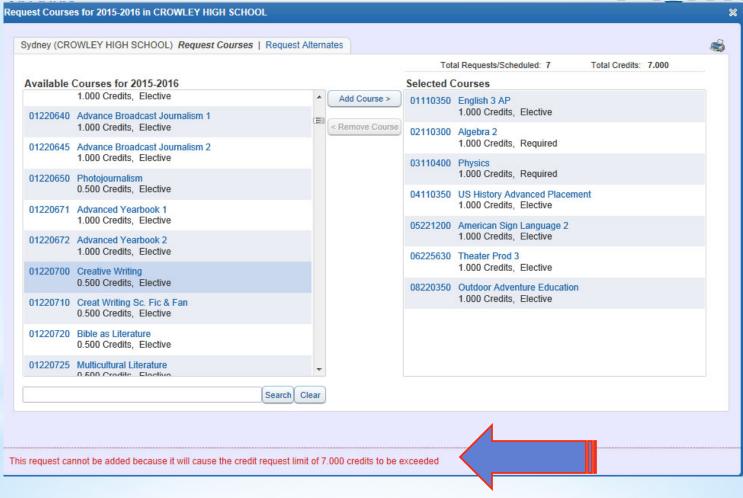
*Find course by title

*Add course to Selections



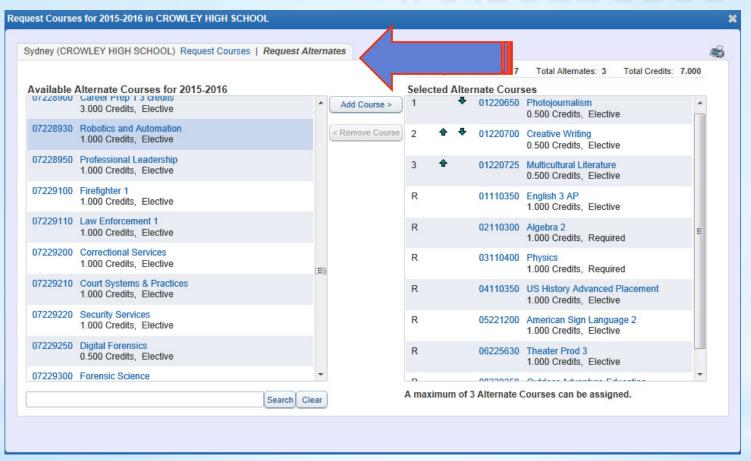
Select the course then click Add Course to add the course to your selected course list.





Once you reach the limit of courses for your campus you will see the Red Text warning informing you that you have reached the limit.





Click the Request Alternates tab to add alternate request for elective courses in case it is not possible to schedule the primary elective request. Add up to 3 alternate requests. Order them by preference with the