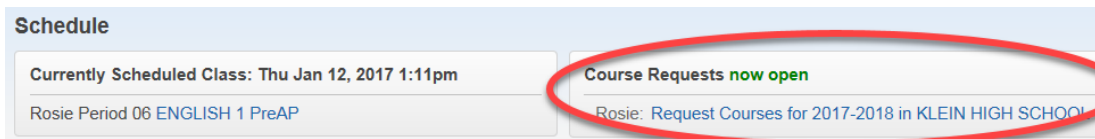
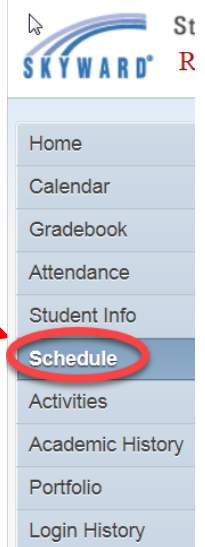
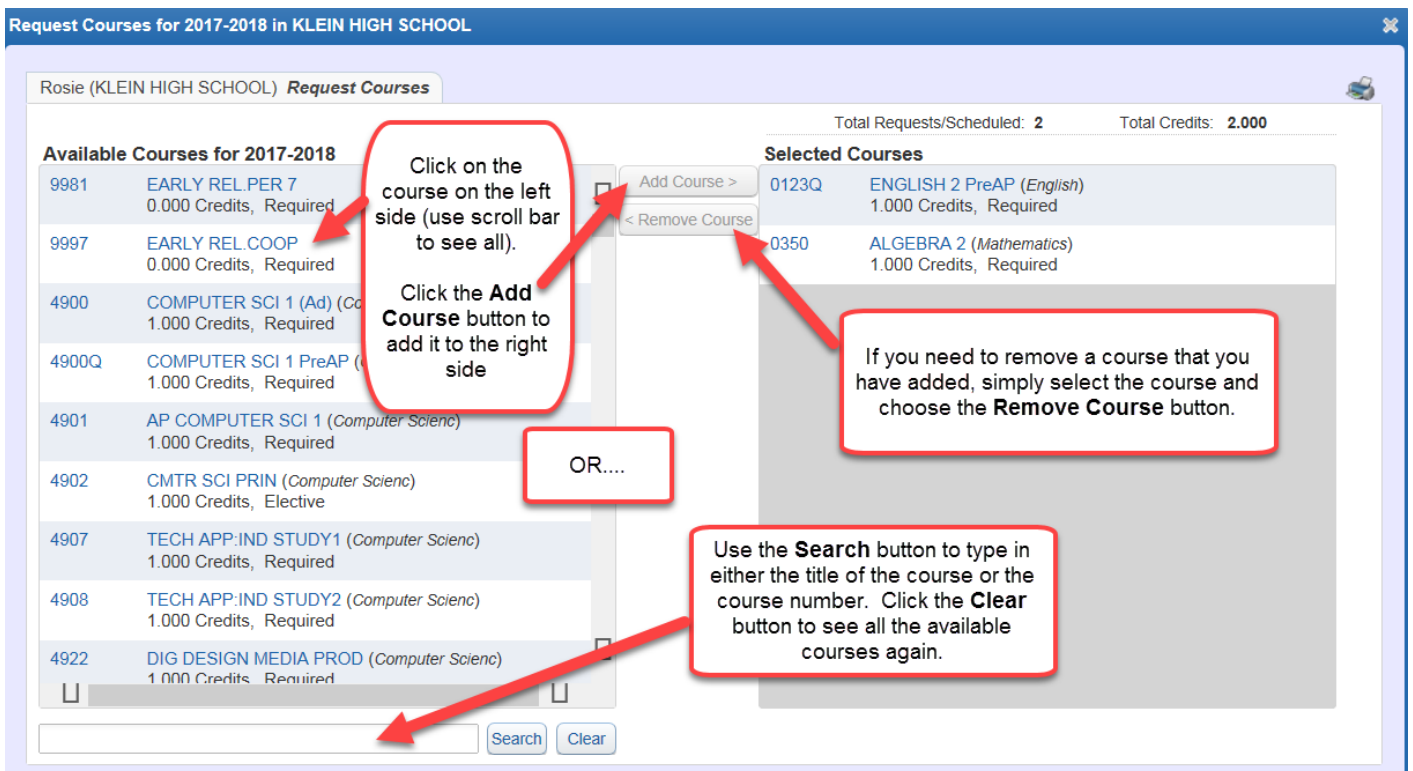


1. Logon to Skyward Student Access with your district User ID and Password.
2. Choose **Schedule** from the left side of screen.
3. Find the **Course Request now open** area at the top of the screen. Click on the link **“Request Courses for 2017-2018 in (your school name)”**.



4. Begin searching for and selecting the courses that you wish to request by following the directions on the screen shot below.



Request Courses for 2017-2018 in KLEIN HIGH SCHOOL

Rosie (KLEIN HIGH SCHOOL) *Request Courses*

Total Requests/Scheduled: 2 Total Credits: 2.000

Available Courses for 2017-2018		Selected Courses	
9981	EARLY REL.PER 7 0.000 Credits, Required	0123Q	ENGLISH 2 PreAP (English) 1.000 Credits, Required
9997	EARLY REL.COOP 0.000 Credits, Required	0350	ALGEBRA 2 (Mathematics) 1.000 Credits, Required
4900	COMPUTER SCI 1 (Ad) (Co 1.000 Credits, Required		
4900Q	COMPUTER SCI 1 PreAP (C 1.000 Credits, Required		
4901	AP COMPUTER SCI 1 (Computer Scienc 1.000 Credits, Required		
4902	CMTR SCI PRIN (Computer Scienc) 1.000 Credits, Elective		
4907	TECH APP:IND STUDY1 (Computer Scienc) 1.000 Credits, Required		
4908	TECH APP:IND STUDY2 (Computer Scienc) 1.000 Credits, Required		
4922	DIG DESIGN MEDIA PROD (Computer Scienc) 1.000 Credits, Required		

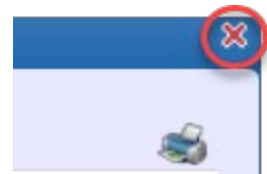
Buttons: Add Course > < Remove Course

Buttons: Search Clear

Callouts:

- Click on the course on the left side (use scroll bar to see all).
- Click the **Add Course** button to add it to the right side
- OR...
- If you need to remove a course that you have added, simply select the course and choose the **Remove Course** button.
- Use the **Search** button to type in either the title of the course or the course number. Click the **Clear** button to see all the available courses again.

5. When you are finished, click the red X at the top of the screen to exit the Request Courses screen.



6. Exit the Skyward Student Access Screen by selecting Exit in the top right-hand corner of screen.

