## **Entering Course Requests in Skyward Student Access**

- Log into Skyward STUDENT ACCESS with your student login do not use your parent's Skyward Log in. If you do not know your login and/or password, email your counselor.
- Click on the SCHEDULE tab. If you don't see this you may need to click on the "+" symbol along the top left.
- Click on VIEW REQUESTS FOR 2022-2023.

YWARD'	OLYMPIA STUDENT				District Link
ma	Schedule		1.00		
114	Currently Scheduled Class: Tue Apr 7, 2020 8:59pm		Course Req	uests now open	
endar			Viev	v Requests for 2020-2021 in OLYMP	NA HIGH SCHOOL
idebook			A		
endance	2019 - 2020	Term 1	Current rear () weekday:	Term 2	the current term is highlight
dent Info	Print Schedule	(09:04/18 - 01/31/20)		(02/01/20 - 06/16/20)	
od Service	Period 1 (7.45 AM - 8.45 AM)	HEALTH & WELLNESS BRENDA BLANCAS Days M.T.W.R.F Room P-7		FITNESS FOR LIFE JENNIFER BUSH Days M.T.W.R.F. Room GYM	
nedule	Period 2 (8:50 AM - 9:45 AM)	FRENCH 1A ERICA KINSEL Bard M TWIE F Brow 206		FRENCH 18 ERICA KINSEL	
ART108 POTT 0.500	ERY 1A Gredits		Remove Course	00 Credits	Î
ART 108 POTT 0.500	ERY 1A Gredits		Remove Course 0.5	00 Credits T 1B	
ART109 POTT 0.500	ERY 1B Credits	Class Info		LANGUAGE ARTS 2A	
ART122 THEA	TER 2A: THEATER AF	STAGECRAFT A	Durat ENGLISH	ndite	
0.500	Credits	Alabahas ADT128	Site FINEADT	I LANGUAGE ARTS 28 edita	
ART123 THEA 0.500	Credits	Course Length SEMESTER	Credes: 0.500	TRY A	
ART128 STAG	ECRAPTA.	Curriculum: TECH THTPA	Cruzze Graden: 9 - 12	edits	
AUT127 STAG	CODALL D	Evolution TECHNICAL TH	EATE TRAINING A	edits	
0.500	Credix			THROUGH THE DECADES A	
ASB100 ASB L 0.500	SB100 ASB LEADERSHIP 1A 0.500 Credits			PHES01 DANCE THROUGH THE DECADES B	
ASB101 ASB L 0.500	B101 ASB LEADERSHIP 1B 0.500 Credits			SCI200 BIOLOGY A	
ASB 102 ASB LEADERSHIP 2A			0.5	00 Credits	

- 1. SEARCH courses by the first 3 letters of the course description.
- 2. In the list on the left, highlight the course you want to add.
- 3. Click the ADD COURSE tab.
  - a. Enter your core classes first.

**Freshmen** have four core classes: English 1, PE/Health, Physical Science, and Math\* **Sophomores** have four core classes: English 2, World History, Biology, and Math\* **Juniors** have four core classes: English 3, US History, Science, and Math\*

- \* Check with your Math teacher if you are unsure or refer to the course catalog Math section for suggested sequence.
- **b.** Enter additional courses based upon your graduation requirement needs.
- c. You should see a total of six credits when you are done.
- 4. To remove a course Highlight the course in the list on the right and click **REMOVE COURSE**.
- Use the REQUEST ALTERNATES tab at top to add alternate requests. Primary requests have an "R" by each course.
  Use the arrow to put your alternates in order of preference. If you don't select alternates, they will be chosen for you.
- 6. When done, click "x" on the top right of the screen. Your updates are automatically saved.