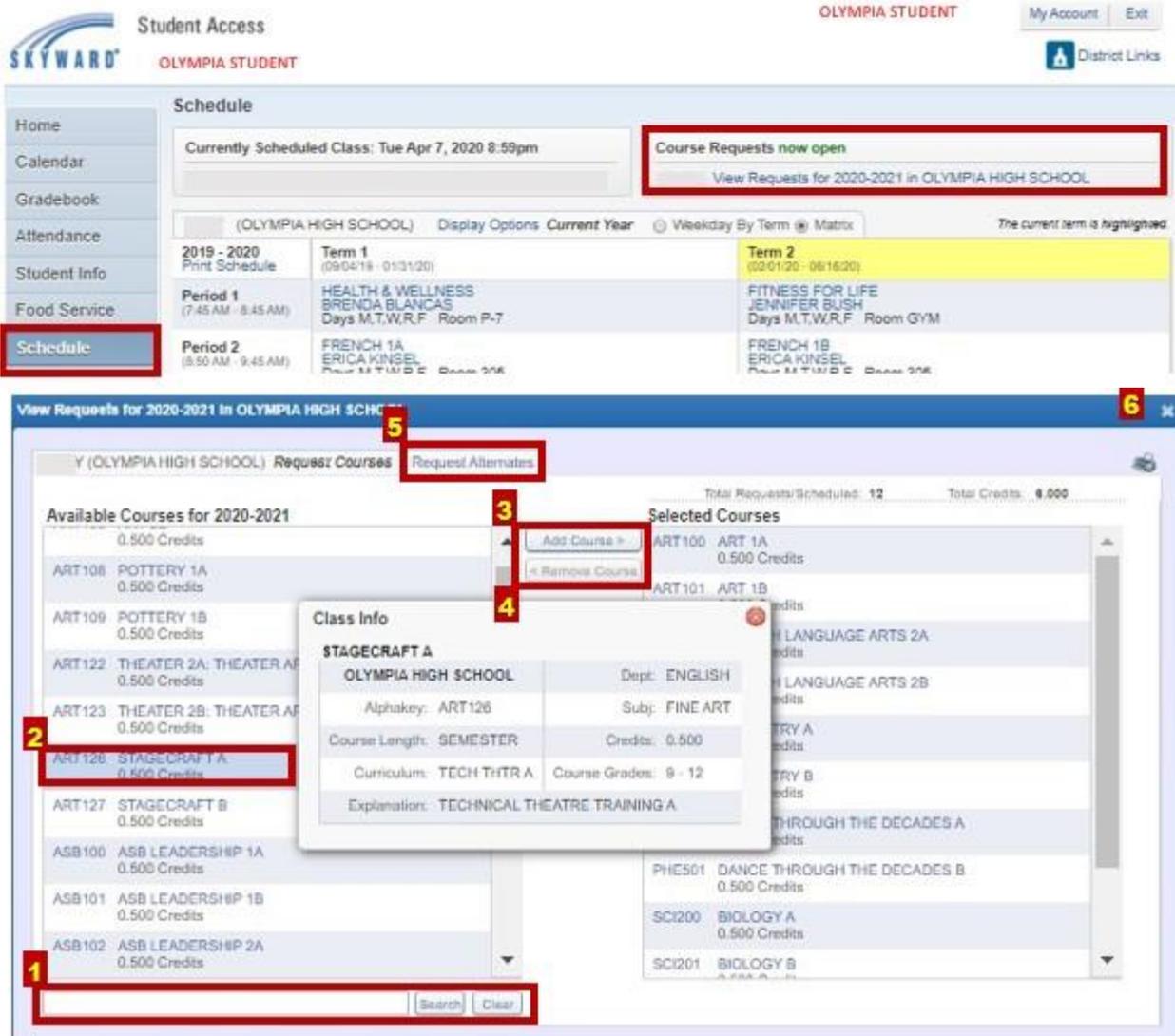


Entering Course Requests in Skyward Student Access

- 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**.



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**.
5. 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.