

Skyward Family Access Course Requests

Step one: Select your classes.

Step two: Obtain teacher signatures on your recommendation form.

Step three: Complete registration in [Skyward](#).

Skyward Registration

Course requests are available in the **student** Skyward account.

1. Log into [Skyward Student Access](#).

2. Select **Schedule**.

3. When the school administrators open course requests, you will see **now open** in the Course Requests section.

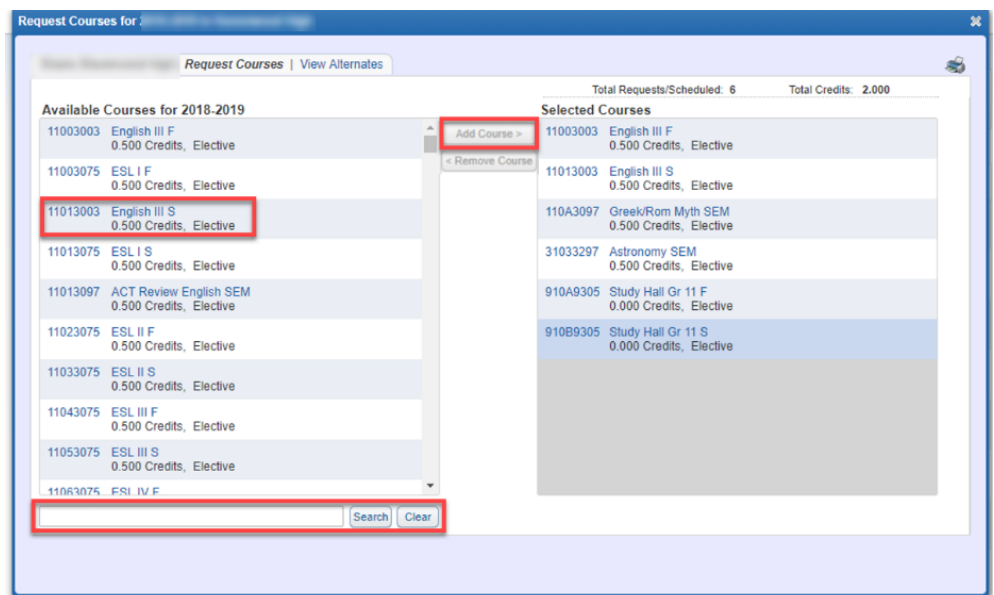


4. Select **Request Courses for...**

5. Use the search bar in the bottom left to locate your first course.

6. Click to select desired course and select **Add Course**. This will add courses to the **Selected Courses** column.

7. Continue the process until all classes appear in the **Selected Courses** column.



Note: When a course is yearlong, both semesters will appear in the **Selected Courses** column.

8. Verify that the number of scheduled courses and credits meet the guidelines provided by your administrator. These numbers can vary by school and participation in programs like band, orchestra, JROTC, or choir.

The screenshot shows a web interface for requesting courses. At the top, there is a blue header with the text "Request Courses for". Below this is a light blue navigation bar with two buttons: "Request Courses" and "View Alternates". The main content area is divided into two columns: "Available Courses for 2018-2019" on the left and "Selected Courses" on the right. At the top of the "Selected Courses" column, there are two summary statistics: "Total Requests/Scheduled:" and "Total Credits: 1.000". Both of these statistics are enclosed in red rectangular boxes.