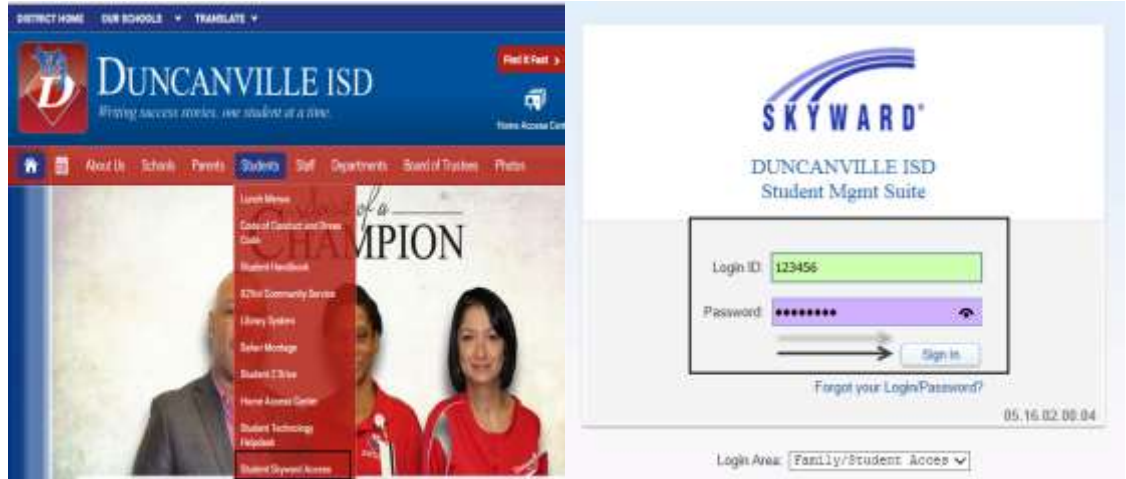


Students will choose their Course Requests and Alternates Request for the 2016-2017 school year. These requests are the courses the student wishes to take during 2016-2017 school year.

### COURSE REQUESTS

1. Start at **Duncanvilleisd.org**.
2. Click **Students** and navigate to **Student Skyward Access**.
3. Login to your Skyward Student Access Account.
4. Students should use their DISD network Username and Password.
5. Login Area: **Family/Student Access**.
6. Click **Sign In**.

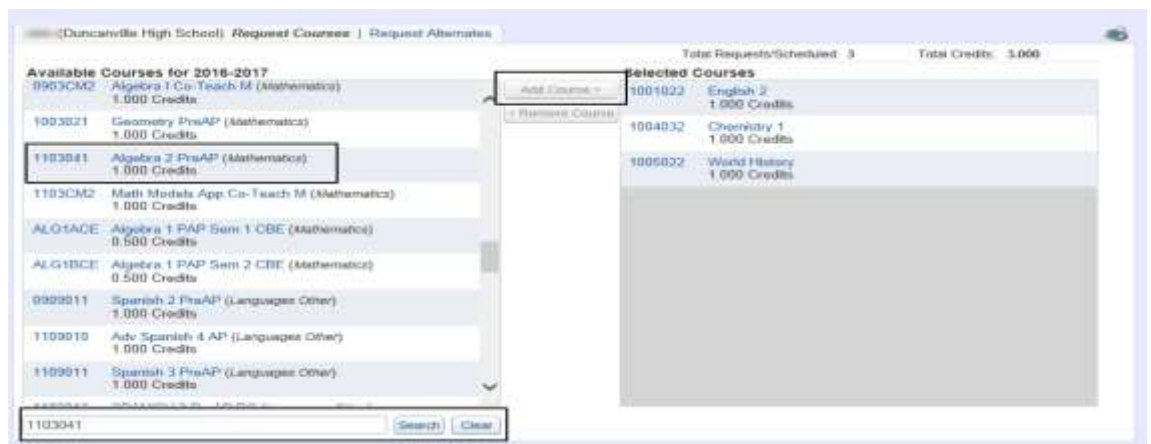


7. Click the **Schedule** tab on the left.
8. Notice the screen shows "Course Requests now open."
9. Click **Request Courses for 2016-2017 in "campus" link**.



### Student Enter Course Requests.

1. To search for a course **enter the course number** on the Search field and click the **Search** button.
2. Highlight the course to be selected.
3. Click **Add Course**.

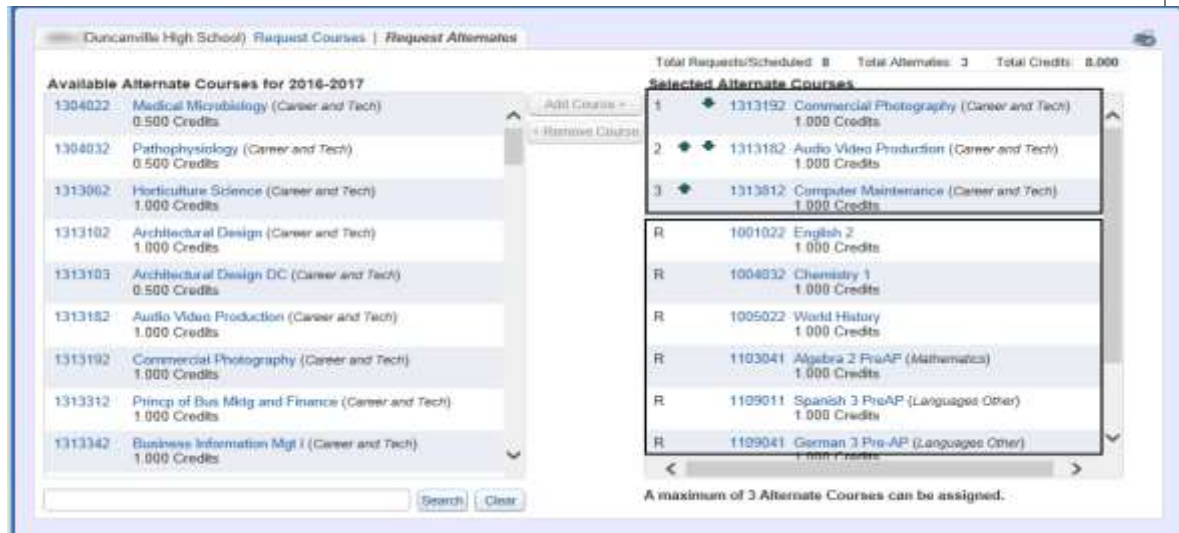


4. Click the **Clear** button to reset and search for next course.
5. Repeat the process until **8 Total Credits** are selected.

### ALTERNATE REQUESTS

1. Click the **Request Alternates** tab.
2. You will add courses to **“Selected Alternate Courses”** the same way you added the requests.
3. A maximum of three (3) **Alternate Courses** can be assigned.

1. The Alternate Courses will be displayed under the Selected **Alternate Courses**.
2. Notice the “**R**” meaning **Requested Course** and the “**1**” meaning **Alternate Course** in order.



3. Students will see the “**Total Requests/Scheduled**” selected, “**Total Alternates**” selected and “**Total Credits**” of Requests displayed above the **Selected Alternate Courses**.
4. Option to print the request is available. Click the **print icon**.
5. Skyward **Auto Saves** your selections so you can log out of the system.

