

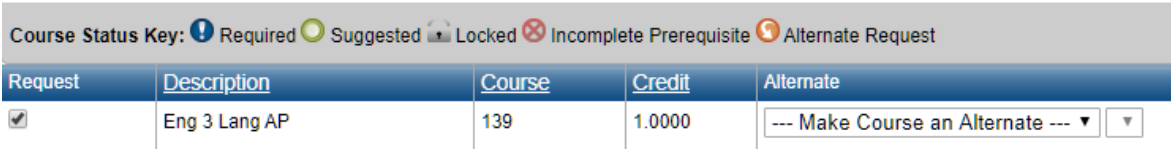

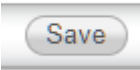



## ONLINE COURSE REQUEST INSTRUCTIONS

1	<p>Log into Home Access Center</p> <p><a href="https://pldhomeaccess.spihost.com">https://pldhomeaccess.spihost.com</a></p>
2	<p>Click <b>Classes</b> then <b>Requests</b></p>  <p>The screenshot shows the Home Access Center interface for Parkland School District. At the top, there is a blue header with the logo and name. Below it is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. At the bottom of this bar are buttons for Classwork, Schedule, and Requests. The 'Requests' button is highlighted.</p>
3	<p>For <b>each Department</b> click <b>Edit</b>. For example, English:</p>  <p>The screenshot shows a dropdown menu for the English department. The text 'English (EN)' is visible on the left, and an 'Edit' button is circled in blue on the right.</p>
4	<p>Select the course. For example, English 3 Lang AP:</p>  <p>The screenshot shows a table of course requests. The table has columns for Request, Description, Course, Credit, and Alternate. The first row is checked and shows 'Eng 3 Lang AP' with course number 139 and 1.0000 credit. The 'Alternate' column has a dropdown menu set to '--- Make Course an Alternate ---'. Above the table is a 'Course Status Key' with icons for Required, Suggested, Locked, Incomplete Prerequisite, and Alternate Request.</p> <p>✓ Some courses may not be available if you did not take the prerequisite. For example, Creative Writing 2:</p>  <p>The screenshot shows a row for 'Creat Writing 2' with course number 168 and 0.5000 credit. The 'Request' checkbox is unchecked, and the 'Alternate' dropdown is set to '--- Make Course an Alternate ---'.</p> <p>✓ Click  when finished</p>
5	<p>Repeat this process for all required departments:</p>
6	<p>Choose your alternates. For example, Painting 1 in the Art Department.</p> <p>✓ Remember to adjust the Alternate column as shown below:</p>  <p>The screenshot shows a row for 'Drawing 2' with course number 704 and 0.5000 credit. The 'Alternate' dropdown menu is highlighted with a yellow box and is set to '--- Make Course an Alternate ---'.</p>

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