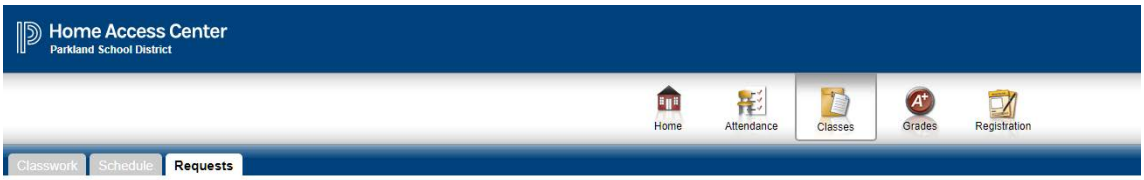
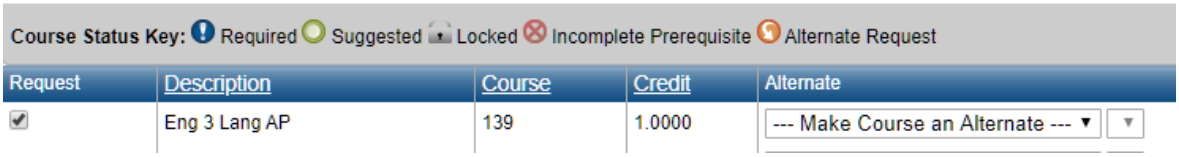
ONLINE COURSE REQUEST INSTRUCTIONS

1	Log into Home Access Center https://pldhomeaccess.spihost.com
2	Click **Classes** then **Requests** 
3	For **each Department** click **Edit.** For example, English:
4	Select the course. For example, English 3 Lang AP:  ✓ Some courses may not be available if you did not take the prerequisite. For example, Creative Writing 2: ✓ Click when finished
5	Repeat this process for all required departments:
6	Choose your alternates. For example, Painting 1 in the Art Department. ✓ Remember to adjust the Alternate column as shown below:

For Support email hac@parklandsd.org