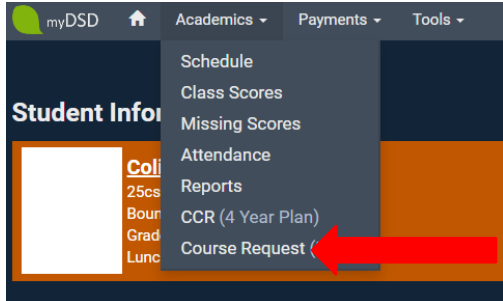


Online Course Request Instructions

It is recommended that you have your course request worksheet paper filled out and with you when you go to input course requests online.

- 1) Log on to myDSD.
- 2) At the top of the screen, go to Academics, then to the bottom option "Course Request."



- 3) The screen that comes up has your name. In the box under your name is the Registration Group options. For 7th and 8th Grade there is an "Honors" option. Please select the "Honors if you want to do one or more Honors Class.
Course Request

2023 School Year, Farmington Junior High

Select Student

Farmington Junior High (409) Grade 08

Registration Group

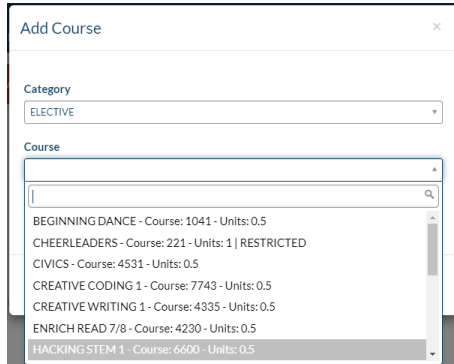
- 4) Required classes will automatically show on your schedule.

Column 1 5/8 selected	+ Add Course	Column 2 5/8 selected	+ Add Course	Alternative 0/2 selected	+ Add Course
CCA Course: 7050 Units: 1	...	CCA Course: 7050 Units: 1	...	No courses added.	
ENGLISH 7 Course: 4000 Units: 1	...	ENGLISH 7 Course: 4000 Units: 1	...		
INTGR SCI 7 Course: 6000 Units: 1	...	INTGR SCI 7 Course: 6000 Units: 1	...		
MATH 7 Course: 5000 Units: 1	...	MATH 7 Course: 5000 Units: 1	...		
FND OF SS UTAH STUDIES Course: 4500 Units: 0.5	...	FIT 7/TSS/DANCE Course: 1020 Units: 0.5	...		

- 5) You can add elective classes by clicking on "+AddCourse."

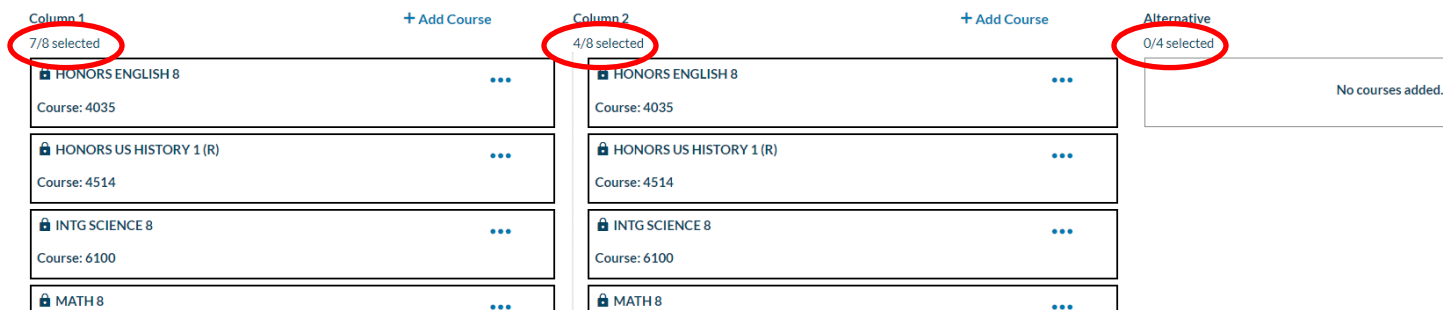
Column 1 5/8 selected	+ Add Course	Column 2 5/8 selected	+ Add Course	Alternative 0/2 selected	+ Add Course
CCA Course: 7050 Units: 1	...	CCA Course: 7050 Units: 1	...	No courses added.	
ENGLISH 7 Course: 4000 Units: 1	...	ENGLISH 7 Course: 4000 Units: 1	...		
INTGR SCI 7 Course: 6000 Units: 1	...	INTGR SCI 7 Course: 6000 Units: 1	...		
MATH 7 Course: 5000 Units: 1	...	MATH 7 Course: 5000 Units: 1	...		
FND OF SS UTAH STUDIES Course: 4500 Units: 0.5	...	FIT 7/TSS/DANCE Course: 1020 Units: 0.5	...		

- 6) You will then pick a category from the first drop-down menu, then the course from the second drop-down menu and click “+Add Course.”



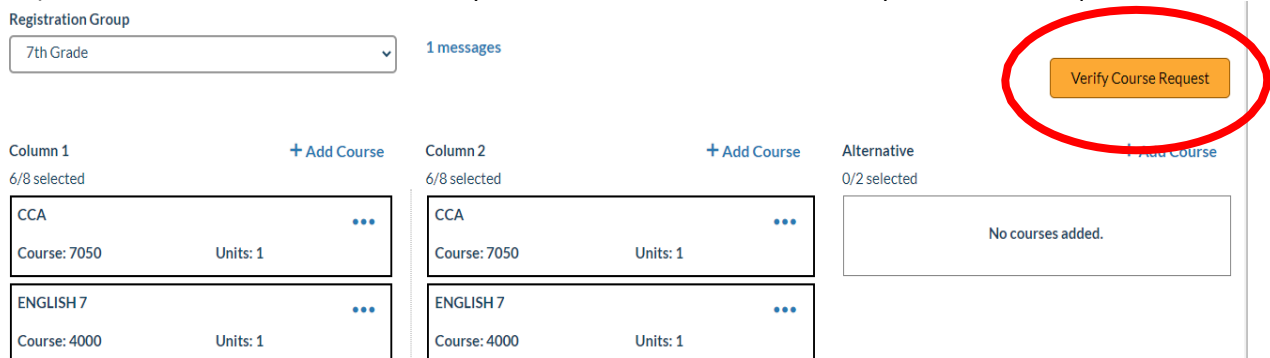
Descriptions of course can be found on the school webpage
Parents & Students →Registration

- 7) You will continue step 6 to fill the rest of your Elective Classes. Classes can be moved from one column to another by selecting the 3 dots in the righthand side of the box.



- 8) You must have **8 classes** in the first column, **8 classes** in the second column, and **4 classes** in the alternative section.

- 9) When all columns are full, you can click on the “Verify Course Request” button.



- 10) If you want to replace a core class (with Honors or not Honors), fill out the form on the back of the Course Request Worksheet.

- 11) Turn in your Course Request Worksheet to a Counselor.