

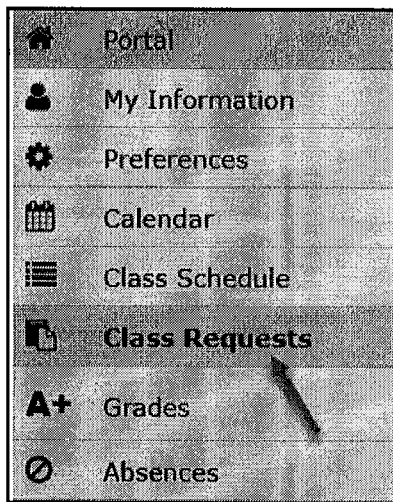


STUDENT INSTRUCTIONS - HOW TO ENTER COURSE REQUESTS

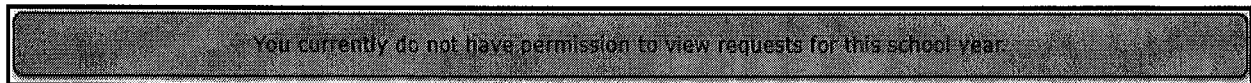
1. Begin by signing on to your Focus Student Portal.
2. At the top right of your Portal page, change the year to the upcoming school year (i.e. 2021-2022). (The portal turns red to indicate you are not in the current school year).



3. From the menu on the left, select **Class Requests**.



Note: If you do not change the year on your portal page, you will get the message below.



Your administration makes the decision as to which classes may be requested by students. If you have questions, contact your guidance counselor. Requests can be added two different ways.

4. Adding Requests Using the Top 'Filter' Field

* If you know the title of the course, you may begin typing it in the field and select it from the dropdown.

0 Requests And 0 Alternates
0 Credits And 0 Units

Export Filter: ON

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority ↓
	2-D			
	M/J 2-D STUDIO ART 2 (0101020)			

* Or if you know the course number you can simply type it in the field.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓
	0101020		
	M/J 2-D STUDIO ART 2 (0101020)		

5. After adding each course, click Enter. For each entry, the line will turn yellow temporarily, indicating the request is added. Repeat this step for each request.

6. Note: At your school's discretion, you may have the option to prioritize your elective requests. If this is the case, indicate the numeric priority of your choices in the **Elective Priority** column. Priority '1' is considered your main choice. Any number(s) higher than '1' are alternates.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority ↓
	M/J 2-D STUDIO AR...		0101020	1

7. Please select at least 5 options.