# Skyward: Online Student Course Requests

Students will choose their course requests and alternates for the 2023-2024 school year from home. These requests are the courses the student wishes to take during the 2023-2024 school year.

Pre-requisites have been set up for 2023-2024 school year. This will prevent the student from choosing a course for which they have not yet met the requirements.

Campuses have the option to allow students to select alternates and the total number that can be selected. The alternates are considered if selected courses are not available during the scheduling process.

- **Students Log-in into Skyward**

  Students will log in from the CCISD home page. Go to www.ccisd.net (1), click "Login" (2) and then click "Skyward Family Access" (3).
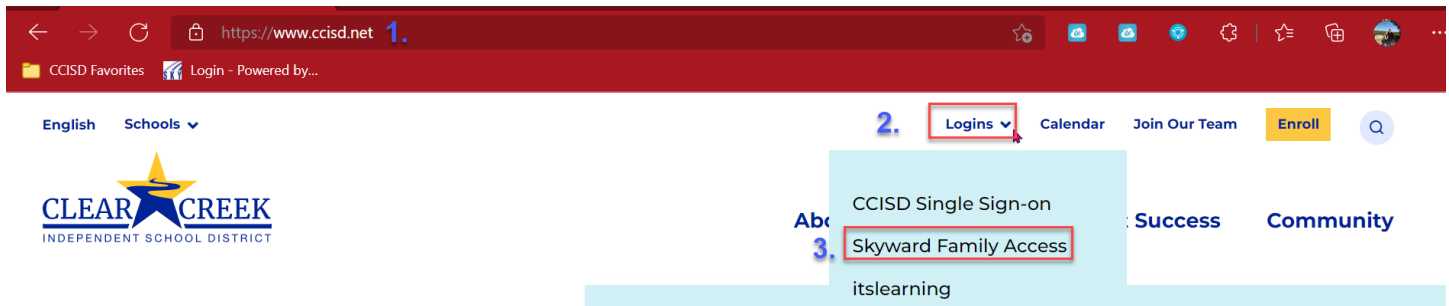

This will bring the students to the CCISD Skyward Login screen.

Students will login with their CCISD Student ID and Password.

Login ID: _ _ _ _ _ _ _ _ _ _ @ccisd.net (Student ID)   Password: 00_ _ _ _ _ _ (Cafeteria Pin)

The student credentials MUST be used to log in. The Course Requests process is not active under the Parent's Login. Once the Login ID and Password has been entered, click the "Sign In" button to log into site.
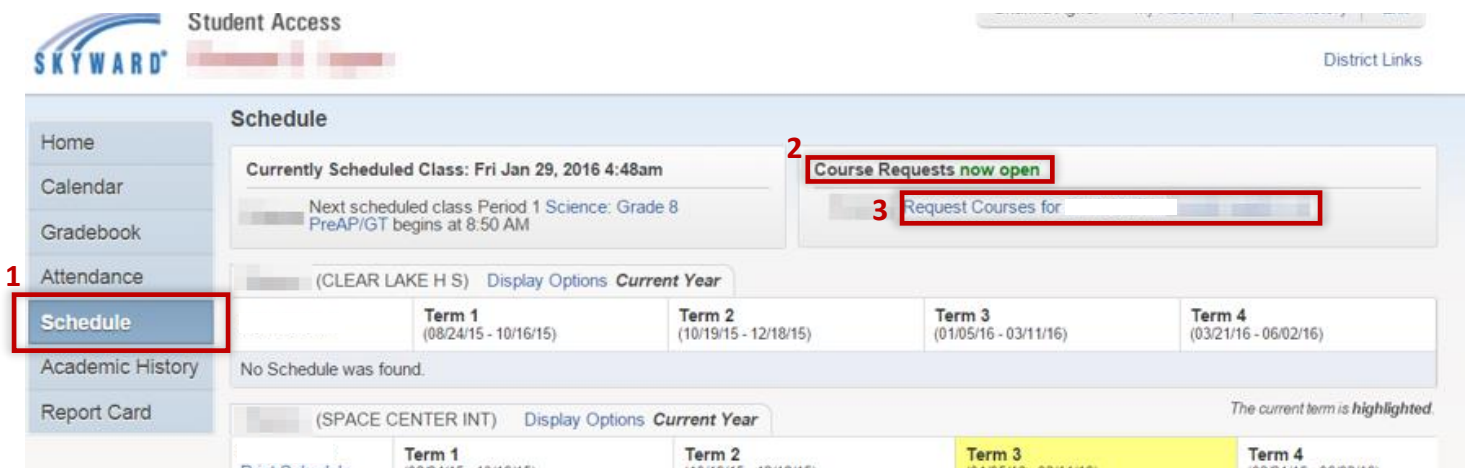
Skyward: Online Student Course Requests

CLEAR CREEK
INDEPENDENT SCHOOL DISTRICT
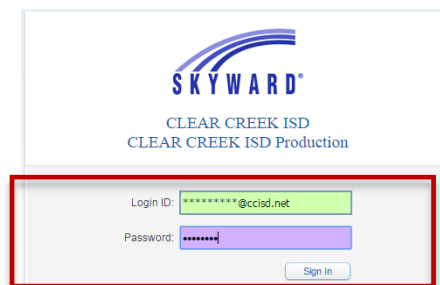
IF the student receives the "Pop-Up Blocker Warning" screen, click the "Retry" button to bypass the pop-up blocker.

To request courses for 2023-2024 school year, click the "Schedule" tab (1) on the left. Notice the screen shows "Course Requests now open" (2). To start entering the requests, click the "Request Courses for 2023-2024 in Campus" (3) link.
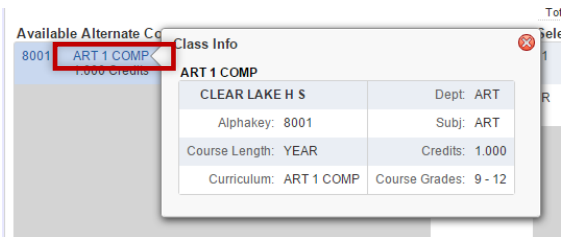
- **Student Entering Course Request**

  To search for a course, enter the course number on the search line, then click the "Search" button (1). Once the course shows under "<mark>Available Courses for 2023-2024</mark>", highlight the course (2) and click the "Add Course" button (3).
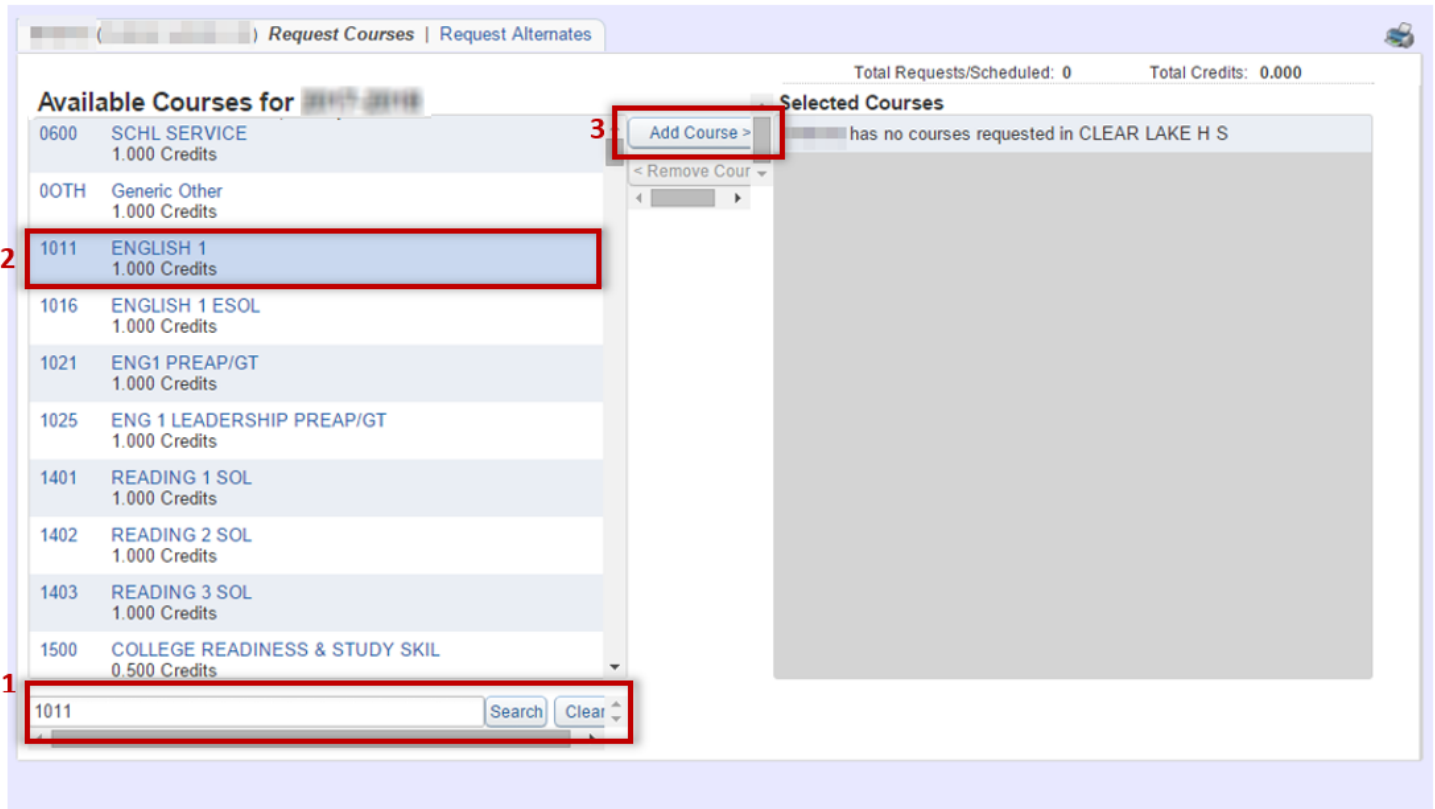
HELPFUL TIP: If you click on the actual course name, a balloon will appear showing the "Class Info" for the course.

Skyward: Online Student Course Requests

Click the "Clear" button to reset and search for next course. Repeat process for adding more courses.

Skyward: Online Student Course Requests

Students who do not meet the required Pre-requisites will receive a red message on the bottom of the screen "The selected course(s) have pre-requisites that have not been met:" (1). This course will NOT be added to the student's "Selected Courses". The student will need to choose a different course. Click the "Clear" button (2) to reset and search for new course.

Skyward: Online Student Course Requests
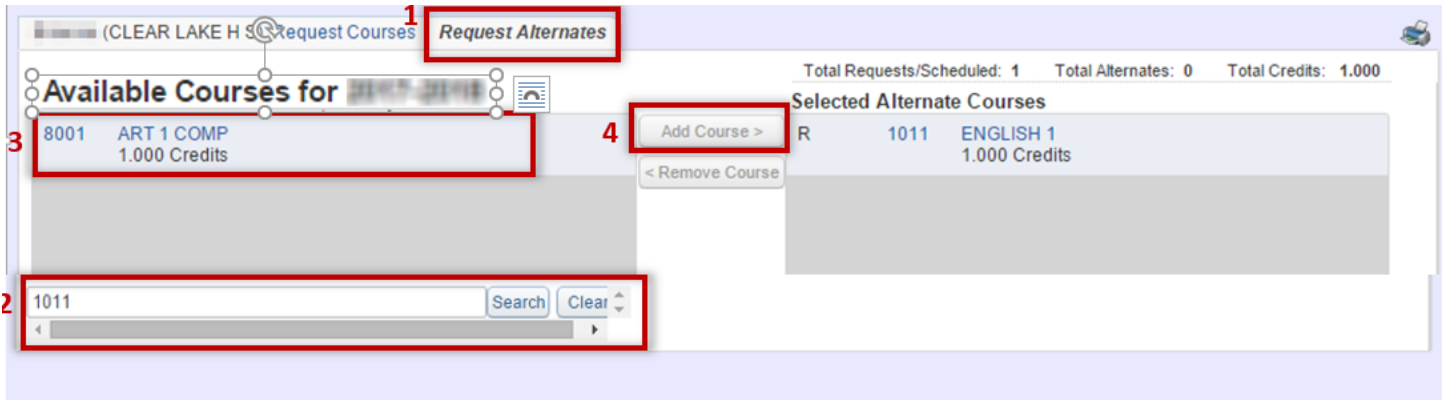
- **Student Entering Alternate Request**

  Click the "Request Alternates" tab (1). You will add courses to "Selected Alternate Courses" the same way you added the requests. To search for a course, enter the course number on the search line, then click the "Search" button (2). Highlight the course (3) and click the "Add Course" button (4).

  The alternate course will be displayed under the "Selected Alternate Courses".

  Click the "Clear" button (1) to reset and repeat search process for adding more alternate courses. Notice the "R" meaning requested and the "1" meaning alternate course order (2). The arrows are used to move the Alternates to a different order for priority. This does NOT mean the student will automatically get the 1st alternate listed during the scheduling process.

  Students will see the "Total Requests/Scheduled" selected, "Total Alternates" selected and "Total Credits" of Requests displayed above the Selected Alternate Courses (3).

  Option to print the requests is available by clicking the print icon (4).