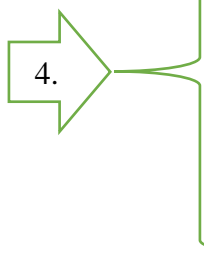
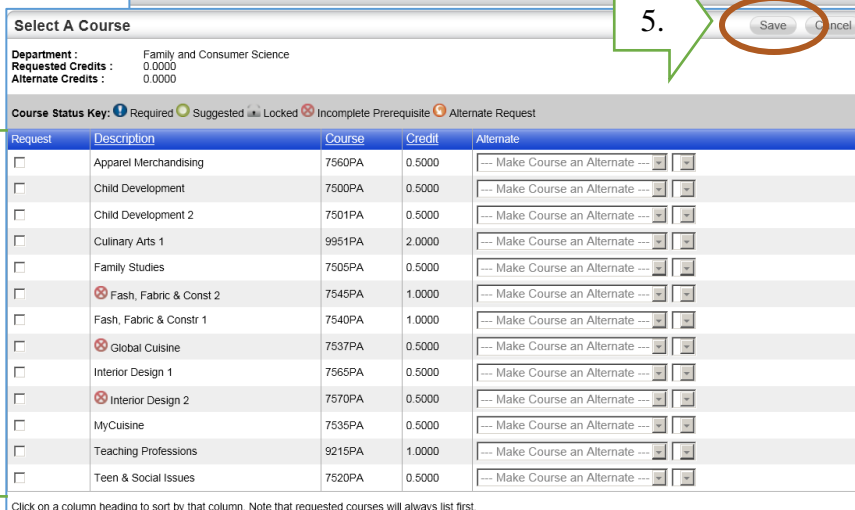
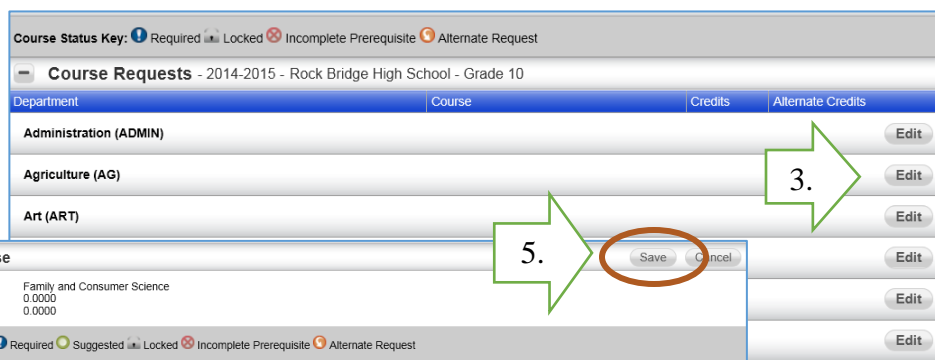
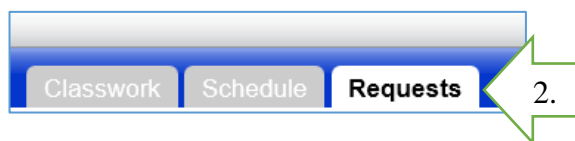



Entering Course Requests in Home Access Center

1. In Home Access Center, click on **Classes** in the menu at the top of the page
2. Click on the **Requests** tab
3. Click **Edit** to display a list of available courses in one of the areas (courses will be grouped either by department or subject area).
4. Check the box next to courses you want to request.
5. Click **Save** when done.
6. Repeat for each area in which you want to request courses.



Tips and icons:

 Indicates you have not met the prerequisites for the course. You may receive a warning message indicating the pre-requisites required.

 Indicates the request has been locked by your school.

Requested courses can be viewed on the **Schedule** tab of the **Classes** page in Home Access Center when school settings allow.

2014 - 2015 Course Requests		
Course	Description	Request Type
5720MA	Algebra 2 H	Regular Request

To Remove a Request:

1. Click **Edit** to open the list of courses available in an area.
2. Uncheck the course you do not want to request.
3. Click **Save**.

Course Status Key: Required Locked Incomplete Prerequisite Alternate Request

Course Requests - 2014-2015 - Rock Bridge High School - Grade 10

Department	Course	Credits	Alternate Credits
Administration (ADMIN)			<input type="button" value="Edit"/>
Agriculture (AG)			<input type="button" value="Edit"/>
Art (ART)			<input type="button" value="Edit"/>
Business (BUS)			<input type="button" value="Edit"/>
Elective (EL)			<input type="button" value="Edit"/>
English as Second Language (ESL)			<input type="button" value="Edit"/>

Select A Course

Department : World Language
Requested Credits : 2.0000
Alternate Credits : 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	German 4	3130FL	1.0000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	Japanese 2	3210FL	1.0000	--- Make Course an Alternate ---

2. de-select course to be removed