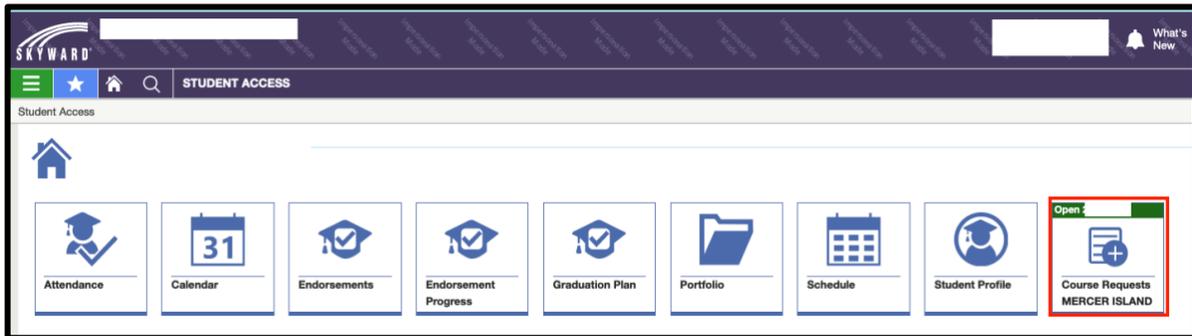
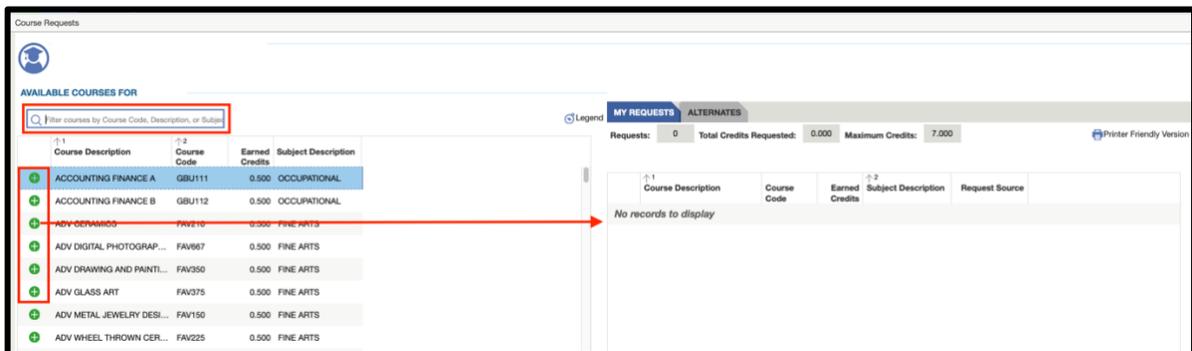


## Qmlativ Student Course Request Entry

1. To enter course requests for next school, log into **Student Access** at <https://www.q.wa-k12.net/mercer>.
2. Click the Tile “**Course Requests Mercer Island**” to begin.



3. Available classes for student's grade level will be visible on the left. Click the **plus sign (+)** to add each request to the right. Students can also use the **Search bar** to find individual courses.



4. Once all regular courses have been added, click the **Alternates** tab to select Alternate class options. When finished with all request entries, click **Submit Course Requests** on the right.

