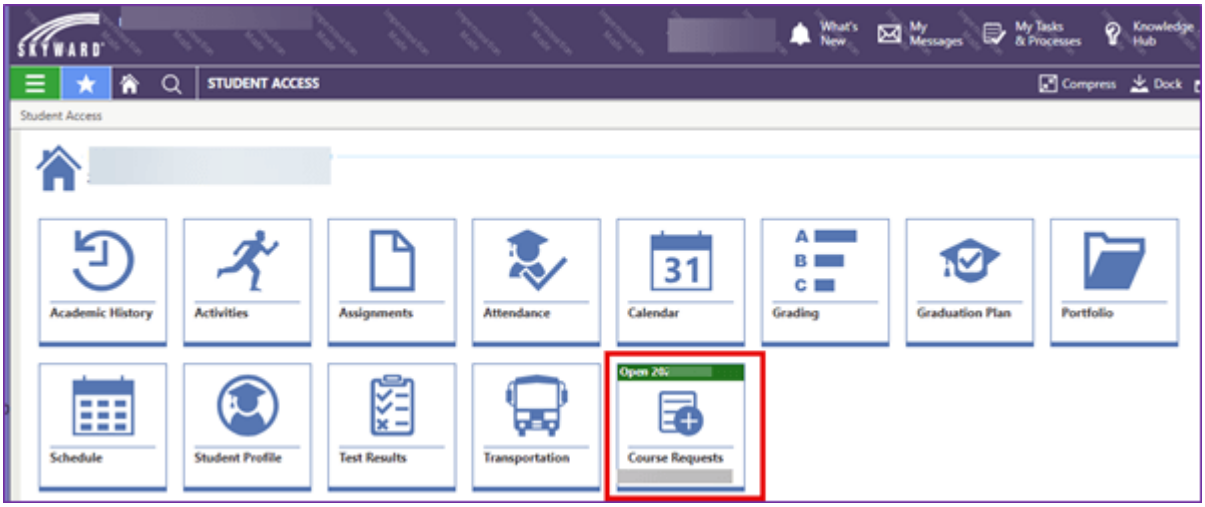
SHS & CMS Online Course Requests for Middle and High School Students

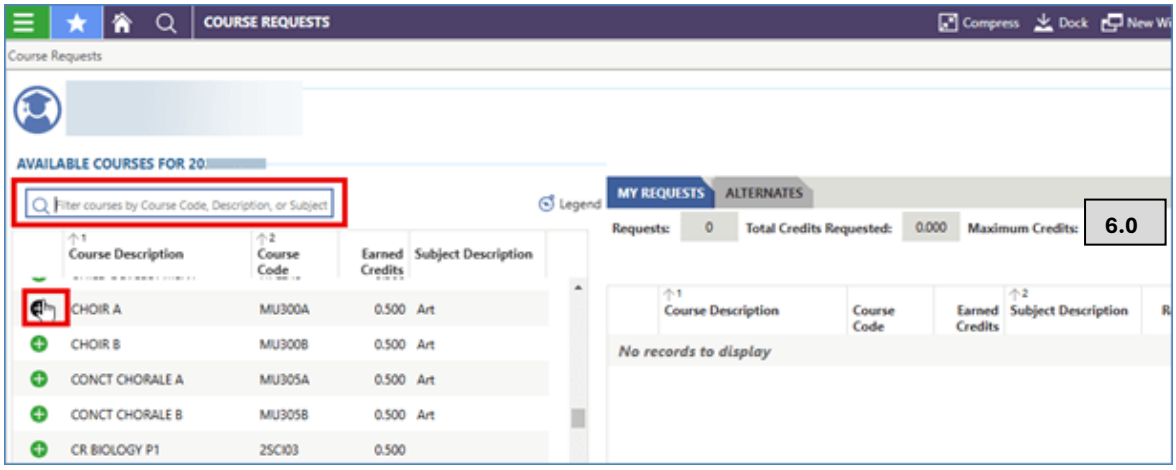
This is the process for requesting courses for the next school year in Skyward/Qmlativ

To begin the Online Course Request Process, sign into Hello ID. **To Add Requests:**

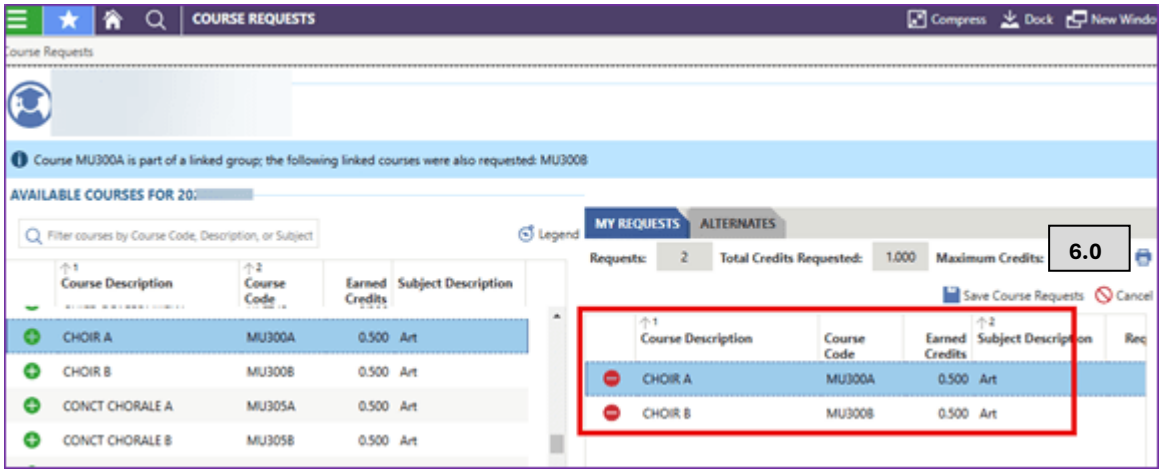
Log into Skyward/Qmlativ and select the Course Requests tile.



Select a new course by clicking the plus sign next to the course title. You also can use the search bar to find a course.



The course you selected will appear on the right side of the screen under “My Requests”. If it is a year-long course, all semesters should appear. **Make sure you select 6.0 Credits**.

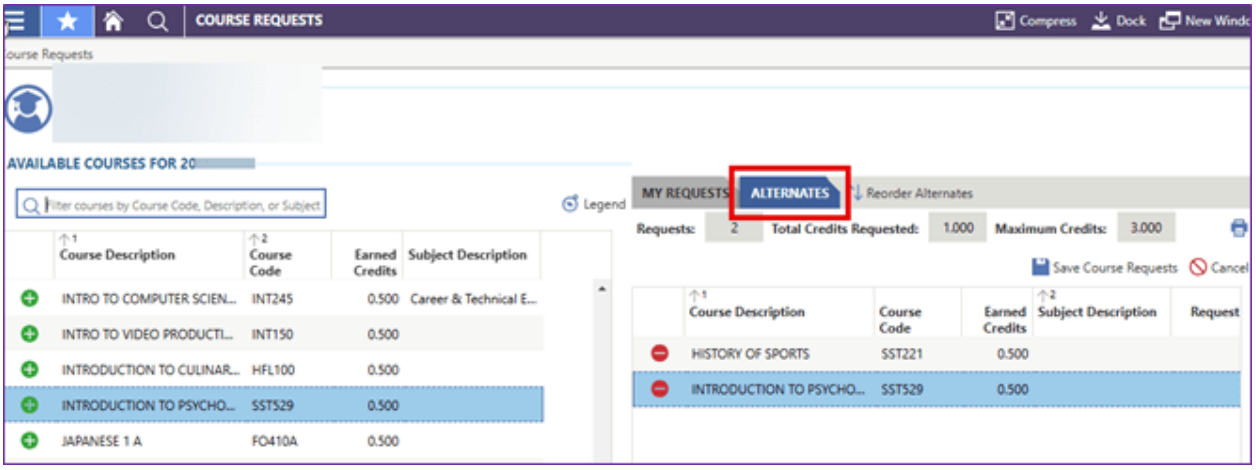


There may be courses listed under “My Requests” that have already been added for you by the counselor or registrar.

Continue adding requests until you reach the maximum number of credits.

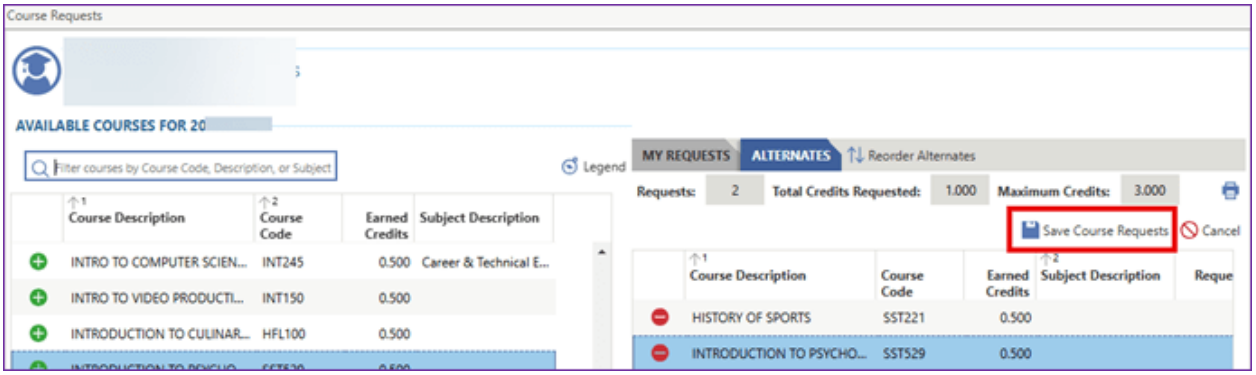
To Add Alternates:

Click on the **Alternates** tab and follow the same process to request Alternates. Your school may or may not allow a limited number of alternate choices.



To Finish Course Request Process:

When you are finished, click **Save Course Requests**



A message will appear saying that the course requests have been saved, and you can log out of Student Access.

