

SKYWARD COURSE REQUEST REFERENCE GUIDE

IMPORTANT: This process works in Skyward "Student Access" only

1. Login to **The Portal** using your student ID and password.
2. Once in Clever, click on the **Skyward** Icon. If this is your first time logging in to Skyward, your password is your network login.



3. Click on **Schedule** within the toolbar.
4. Click on **Request Courses for 2021-2022**
5. On the right-hand side, user will see preselected core academic course. These cannot be changed or deleted at this time. *Refer to the directions for changing a course.*
6. On the left-hand side, user will view **Available Courses for 2021-2022** on the **Request Courses** tab.
7. Highlight a course from the Available Courses list and click on **Add Course**. Repeat this process until all you have selected 7.0 credits worth of courses. *Refer to the Curriculum Guide for course description, course length, and course credit value.*
8. Next, click on the **Request Alternates** tab to select alternate courses. Occasionally as course may not be offered or selected courses may conflict. Alternate courses are valid course selections and allow students to be scheduled into a course of their choosing. If alternates are not selected, then a school representative will choose a course if needed.
9. Repeat the same process described in Step 7 to enter alternate course requests from the **Available Alternate Courses for 2021-2022** list.
 - a. Alternates will appear ranked by the order in which they were selected. **Be sure to change the order to reflect the importance.** The top course is most important, while the level of importance decreases as the list goes down.
 - b. Order can be adjusted by using the **Move Up** or **Move Down** arrows
 - c. Alternates can be changed using the **Remove Course** button.
10. **Exit** Skyward
11. **Log off** the network
12. Counselors will be going through every schedule after registration to be sure graduation requirements are met.