

ON-LINE COURSE REQUEST DIRECTIONS

Log in to Student Access: <http://family.issaquah.wa-k12.net/>

If necessary, use the “Forgot your Login/ Password” feature to retrieve your Login ID or password.

TO ADD REQUESTS:

1. On the left side of screen, click **“Schedule”**.
2. In the upper right box, under course requests, click on **“Request Courses for 2019-20”**
3. You will see available courses on the left. Use the scroll bar to browse courses or use the search box at the bottom to find a course.
4. Click on a course to select it and then click **“Add Course”** (to the right). Continue adding the rest of your course requests, which will appear under **“Selected Courses”** on the right.
5. You must have a **total of exactly 7.0 credits** (see **“Total Credits”** count at far right above **“Selected Courses”**). Each year-long course equals 1.0 credit and each semester-long course equals .5 credits.
6. To remove a course, click on the course in the **“Selected Courses”** box and then click the **“Remove Course”** button just to the left.
7. When your total credit count equals **7.0** (shown at far right above **“Selected Courses”**) and you are satisfied with your selections, proceed to **ADD ALTERNATES** section listed below...

ADD ALTERNATES: YOU MUST ADD AT LEAST 6 ALTERNATES!

1. Click on the **“Request Alternates”** tab. **Note:** The courses you just requested will be listed as Priority ‘R’ in the **“Selected Alternate Courses”** box on the right. R= Required (highest priority). Alternates will receive a numeric code with 1 being your first priority after your required classes.
2. **You will see available alternate courses on the left. Use the scroll** bar to browse courses or use the search box at the bottom to find a course.
3. Click on a course to select it and then click **“Add Course”** (to the right). Continue adding the rest of your alternate requests, which will appear under **“Selected Alternate Courses”** on the right.
4. You can change an Alternate’s Priority with **“move up”/“move down”** arrows.
5. You must add at least 6 Alternates. Failure to enter at least the minimum 6 Alternates may result in you receiving un-requested course(s) in your schedule.
6. To remove an Alternate course, click on the course in the **“Selected Alternate Courses”** box and then click the **“Remove Course”** button just to the left.

TO FINISH:

1. Carefully review your 7.0 credits of requested courses, and your minimum of 6 alternates to ensure you are satisfied with your selections. To print a copy of your selections for your records, click on the printer icon just above **“Total Credits”** (upper right corner).
2. By requesting these courses, you are confirming that you’ve read the course guide description of each class, and that you understand and are committing to these choices.
3. To save and finish, click on the red **“X”** in the upper right corner to close the window.

**REMEMBER: CHOOSE YOUR COURSES AND ALTERNATES WISELY
ANY CHANGES YOU WANT LATER MAY NOT BE ACCOMMODATED**