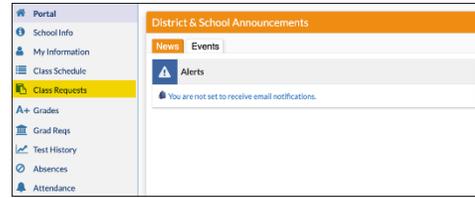


## Students Enter Requests in the Student Portal

Log into the **Student Portal**.

Select **Class Requests** from the navigation menu on the left.

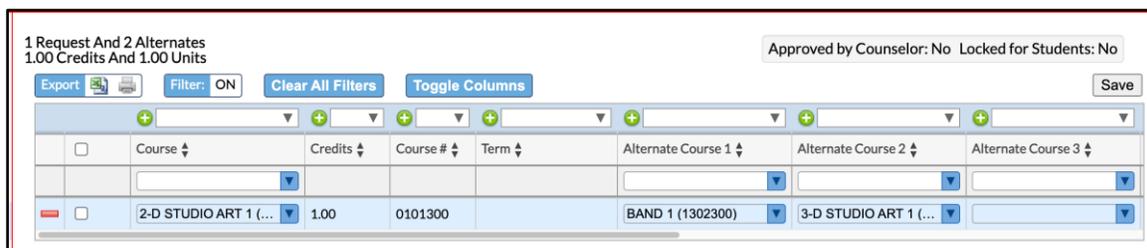


Select **Switch to 2025-2026**.



Students enter individual course requests by selecting or typing the course number or title in the filter field of the **Course** column dropdown.

- Course Requests that have been entered by school staff will be greyed out and cannot be edited or removed by students.
- Students can edit and delete their own requests.
- Entering a request for a course that a student doesn't have access to, has already completed, or doesn't meet the prerequisites for, will result in an error and the student won't be able to add the course.
- Students may select up to three alternate requests in the **Alternate Course** columns. Alternates are courses that the student could receive if the original request is unavailable.
- Select Enter on the keyboard after each course or select **Save**.
- Each request will auto-save once the Enter key is selected.



- Students can add multiple requests at once by using the **Quick List** at the bottom of the screen.
- Students can select one or more courses available for request from the dropdowns.



Select **Save**.

The requests will appear at the top of the screen.