

Log into the **Student Portal**.

Select Switch to 2025-2026.



Students Enter Requests in the Student Portal

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

School Info	District & School Announcements
My Information	News Events
Class Schedule	Alerts
🚯 Class Requests	You are not set to receive email notifications.
A+ Grades	
🏦 Grad Regs	
Z Test History	
Absences	
Attendance	

*	Portal	Approved by Counselor: No. Locked for St	tuden
0	School Info		
4	My Information	If you would like to enter course requests for the 2025-2026 school year, please click here: Switch to 2025-2026	
	Class Schedule		
6	Class Requests	You currently do not have permission to view requests for this school year.	
A+	Grades		
盦	Grad Reqs		

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.

1 1.	1 Request And 2 Alternates 1.00 Credits And 1.00 Units Approved by Counselor: No Locked for Students: No														
	Ехро	ort 🛐 崖	t 🐴 🚔 Filter: ON Clear All Filters					Toggle Columns							Save
			•	V	0	V	0	•	0	V	•	V	♥	•	V
			Course 🛔		Credits	÷	Course	# 🜲	Term		Alternate Course 1 💺		Alternate Course 2 🛔	Alternate Course	3 🌲
				V								▼			
	-		2-D STUDIO ART 1 (.	🔻	1.00		010130	0			BAND 1 (1302300)	V	3-D STUDIO ART 1 (
	_														

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



Select Save.

The requests will appear at the top of the screen.

