

Sample 1 Online Student Requests Instructions

- Bring your registration paperwork with you to the computer lab.
- Find a free computer and click on the short cut. If short cut is not working, the website is: <http://family.schooldistrict.wa-k12.net>
- Type in your **Login**
- Type in your **Password**
- Click the **Schedule** tab on the left hand side
- On the top right of the screen it says “Course Requests now open”. Click into the hyperlink below that titled “[View Requests for 2016-2017.....](#)”
- The window called “Selected Courses” to the left shows courses already added by the office.
- The window called “Available Courses for 2016-17” to the right shows courses you may select.
- To choose your **Required** and **Elective** courses (1st choices)
 - Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your choices
 - Hi-light desired course – *codes are listed alphabetically*
 - Click “Add Course” button
 - Continue adding courses until you have a full schedule of courses
- To delete:
 - Hi-light desired course
 - Click “Remove Course” button
- To input Alternates: (2nd choices if you can’t get 1st choices)
 - Click “Request Alternates” tab
 - Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your 2nd choices
 - Hi-light desired course
 - click “Add Course” button
 - *Use the arrow icons to order your Alternate courses in your order of priority*
 - Review selections
- To end session:
 - Click the “Printer” icon at the top right corner
 - Exit out of the screen and Student Access (this will save requests)