

## 2018-2019 ONLINE COURSE REQUEST ENTRY

### Germantown High School- Skyward Student Access

- 1) To access the student online request process: Go to [www.germantownschoools.org](http://www.germantownschoools.org) and go to GHS. Click on the blue and white Skyward Family Access icon in the top right corner.
- 2) Use your student login and password to sign on to the system. Parent/guardian logins will not allow course request entry.
- 3) Click on the Schedule tab on the left.
- 4) The tab for **Request Courses for 2018-2019 in Germantown High School** is found on the right at the top of the frame under “Course Requests now open.” Click on the link to input your course requests from your course selection worksheet.
- 5) All of the available courses are listed in the box on the left side. They are in alpha-numeric order. You can scroll down to find a course code from your paper worksheet or you may use the search filter box and type in the course code. If you click on the course code, you should be able to read the course description.
- 6) To add courses:
  - a. Highlight the course that you want to enroll in and click on “Add Course.” This will move your selection to the box on the right. If it is a full credit course, both semesters should automatically move. Watch the credit counter in the box above to enroll in the correct number of credits (between 6 and 7).
  - b. Repeat this process for all desired selections.

- 7) Click on the **Request Alternates** tab to enter your alternates.
  - a. The courses you have already entered will appear on this screen with a priority of “R” in the first column.
  - b. Highlight the course you would like as your first alternate and click on “Add Course.” This alternate will appear with a number “1” in the priority column. After you have added all of your alternates, you can adjust their priority levels by highlighting them (one at a time) and using the “Move Up” and “Move Down” arrows. These numbers tell your counselor which course to choose first if they need to replace one of your original choices.
  - c. If you are entering your junior year, you should enter an alternative PE course and up to three additional alternate courses. If you are entering your senior year, you will have room to add up to four alternates.
  
- 8) You may print a copy of your selections by clicking on the print button. Click the **Exit** button when finished.
  
- 9) Be sure that your name is written **legibly** on your worksheet and turn it in to your teacher or the School Counseling Office by Friday, December 15<sup>th</sup>. Late forms will be marked and students who do not complete the registration process by the end of the school day on December 15<sup>th</sup> cannot be guaranteed the courses of their choice.
  
- 10) **If you are requesting a PE Waiver, you must also complete the PE Waiver Form (available in the School Counseling Office) and turn the completed form in by December 15<sup>th</sup>. Late requests will not be accepted.**
  
- 11) Stop in the Counseling Office with any questions or concerns!