



## Course Request Instructions 2021-22 School Year

### Login Procedure

1. Log into computer and go to **Family and Student Access Monroe**. On the district web page scroll down to the circles and select **Family Access**. Log into Skyward using your username and password.

### Request Course Page in Family Access

1. Click on the button labeled **SCHEDULE**, located on the left side of the page.
2. Click on 'Request Courses for 2021-22 in Monroe High School', located on the upper right side of the page.

### Register for Classes

1. Select a class from the list on the left.
2. To search: Enter Course Code at the bottom of the screen.
3. To add a class: highlight it by clicking in the space next to the class, then click 'Add Course'.
4. The class should move to your Requested Courses on the right.
5. To remove a class: highlight it and click 'Remove course'.
6. Select **9** Alternates: Click on **Request Alternates** tab and add 9 alternate classes.
7. Requested courses will have an R to the left of the course name. Alternate courses will have a number. It is important to select 9 Alternate courses.

If you get "The selected course has pre-requisites that have not been met": Please refer to the course catalog and select the pre-requisite course **first**. Then you can select the additional class.

### PE Classes

If you would like to take PE for more than one semester, you must choose 2 PE classes. For example, choose Competitive Sports and Competitive Sports S2. This would give you a full year of PE. (S2= 2nd semester/spring). Remember, you must take Intro to PE prior to other PE classes.

### GOALS – Complete the Following:

- Select **8.0 credits of classes**, including semester and year-long.
- Select **9 alternate classes**.

Congratulations, you have requested courses for next year!