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!