**STEP 1**

This MUST be done on a regular desktop or laptop computer. This process is not available in the mobile app.
- First students must login to their student Skyward Account (not parent account).
- Second click on Schedule.

**STEP 2**

- The list on the left is Available Courses.
- The list on the right is your Selected Courses.

- First request courses by highlighting the course on the left.
- Second click the Add Course button to move the courses over to the right side of the screen.

**STEP 3**

- First click Request Alternates to select your alternate courses by following the same process. On the list to the left, highlight your alternate choice and click the Add Course button to move the courses over to the right side of the screen.
- The alternates will have numbers to the left of the course name.

**STEP 4**

- First check to make sure you have 6.00 credits in requested classes and at least 2.0 credits of alternates.
- This number is a combination of your requested classes and alternates combined.

**Great Job. Be sure to turn in your completed, signed & dated sheet by Feb 21 to your English Teacher.**