Quick Reference Student Guide- Student Access: Course Requests

1. Access Skyward through the Clever Portal or by going directly to https://skyward.scps.k12.fl.us and choosing Family/Student Access. Log in using your student ID and network password. Courses must be selected using the student's account, not the parent's.

2. Click on **Schedule** on the left then click on **Request Courses for 2024-2025 school year at the top**.

3. Select a course from the Available Courses and click on **Add Course**. Be sure to only select electives that you have the proper pre-requisites for <u>otherwise you will be dropped from the course at the beginning of the school year</u>. Check the OHS Curriculum Guide for pre-requisites.

4. Repeat this process until all **three (3) elective credits** have been selected.

5. Now click on the tab **Request Alternates** to select your Alternate Course Requests.

6. The same process described above will be used to select courses from the Alternate Course(s) Available list, **<u>make sure to choose at least 3 alternates</u>**.

7. Alternates will appear ranked in preference by the order in which they were selected.

   a. Order can be adjusted by using the **Move Up** or **Move Down** buttons

   b. Alternates can be changed using the **Remove Course** button

8. Once the request is completed, Logout of Student Access.