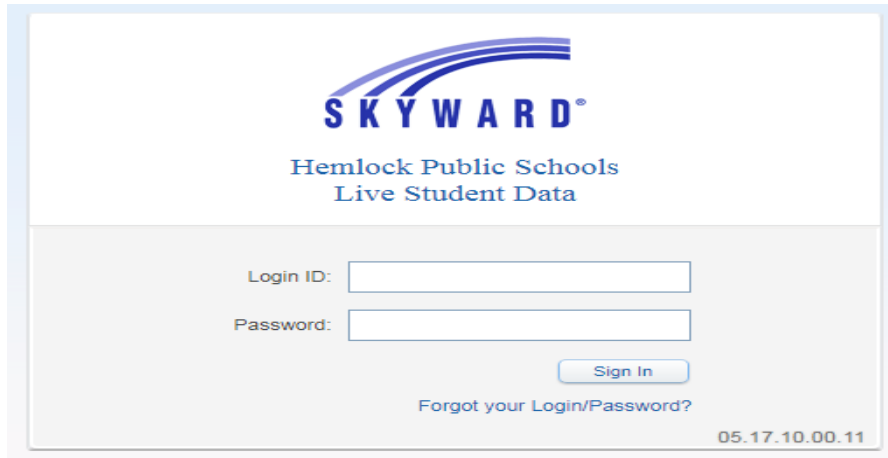


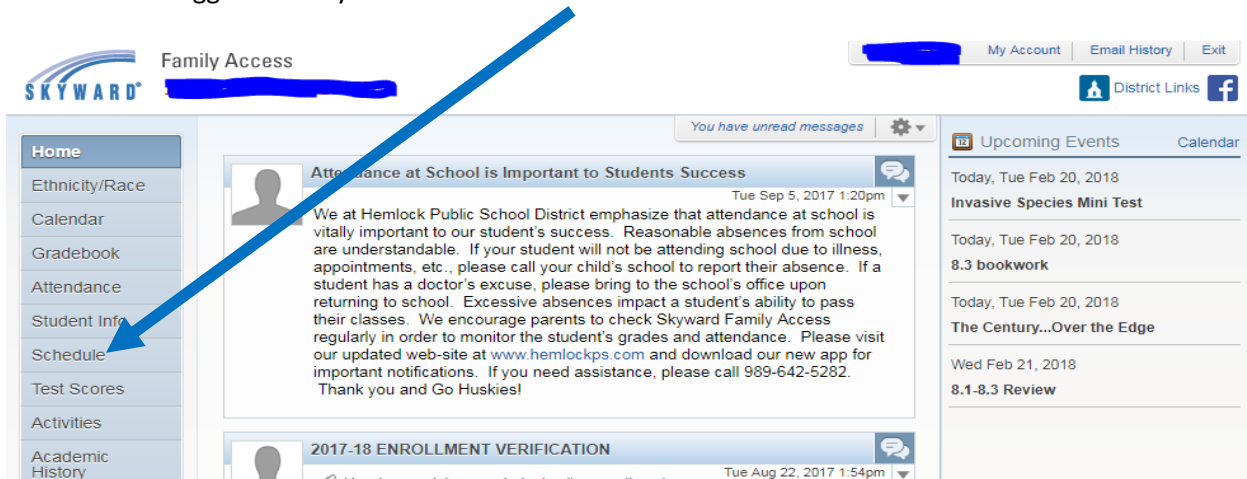
How to Request Courses in Skyward Family/Student Access

1. Log into [Family or Student Access](#).



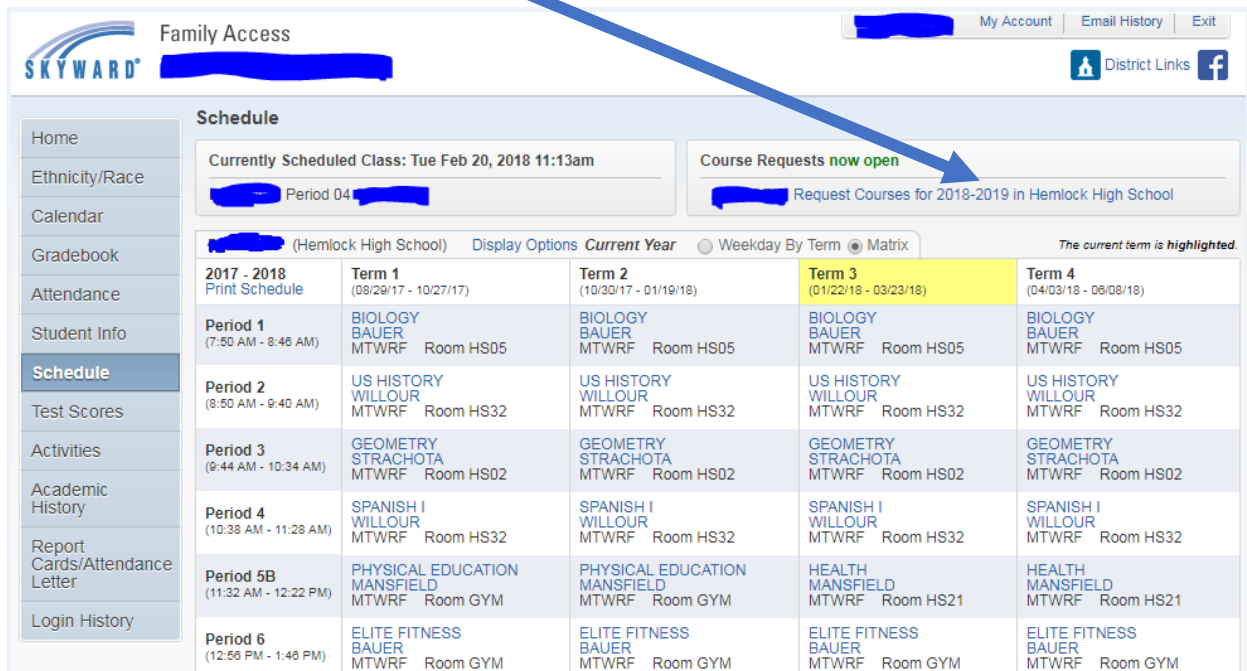
The login page features the Skyward logo at the top, followed by the text "Hemlock Public Schools Live Student Data". Below this, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. The date "05.17.10.00.11" is displayed in the bottom right corner.

2. Once logged into skyward click on "Schedule".



The dashboard shows the "Family Access" header with a user profile and navigation links for "My Account", "Email History", and "Exit". A blue arrow points from the "Schedule" link in the left-hand navigation menu to the "Schedule" link in the main content area. The main content area includes a message about attendance, a "2017-18 ENROLLMENT VERIFICATION" notice, and a list of "Upcoming Events" such as "Invasive Species Mini Test" and "8.3 bookwork".

3. Click on "Request Courses for 2023-2024".



The "Schedule" page displays the user's current class: "Currently Scheduled Class: Tue Feb 20, 2018 11:13am" in "Period 04". A blue arrow points to the "Request Courses for 2018-2019 in Hemlock High School" link, which is labeled "Course Requests now open". Below this, there is a table showing the current year's schedule for Hemlock High School, with Term 3 highlighted as the current term.

	Term 1 (09/29/17 - 10/27/17)	Term 2 (10/30/17 - 01/19/18)	Term 3 (01/22/18 - 03/23/18)	Term 4 (04/03/18 - 06/08/18)
Period 1 (7:50 AM - 8:46 AM)	BIOLOGY BAUER MTWRF Room HS05	BIOLOGY BAUER MTWRF Room HS05	BIOLOGY BAUER MTWRF Room HS05	BIOLOGY BAUER MTWRF Room HS05
Period 2 (8:50 AM - 9:40 AM)	US HISTORY WILLOUR MTWRF Room HS32	US HISTORY WILLOUR MTWRF Room HS32	US HISTORY WILLOUR MTWRF Room HS32	US HISTORY WILLOUR MTWRF Room HS32
Period 3 (9:44 AM - 10:34 AM)	GEOMETRY STRACHOTA MTWRF Room HS02	GEOMETRY STRACHOTA MTWRF Room HS02	GEOMETRY STRACHOTA MTWRF Room HS02	GEOMETRY STRACHOTA MTWRF Room HS02
Period 4 (10:39 AM - 11:29 AM)	SPANISH I WILLOUR MTWRF Room HS32	SPANISH I WILLOUR MTWRF Room HS32	SPANISH I WILLOUR MTWRF Room HS32	SPANISH I WILLOUR MTWRF Room HS32
Period 5B (11:32 AM - 12:22 PM)	PHYSICAL EDUCATION MANSFIELD MTWRF Room GYM	PHYSICAL EDUCATION MANSFIELD MTWRF Room GYM	HEALTH MANSFIELD MTWRF Room HS21	HEALTH MANSFIELD MTWRF Room HS21
Period 6 (12:56 PM - 1:46 PM)	ELITE FITNESS BAUER MTWRF Room GYM	ELITE FITNESS BAUER MTWRF Room GYM	ELITE FITNESS BAUER MTWRF Room GYM	ELITE FITNESS BAUER MTWRF Room GYM

- Select course in the left-hand column and click “Add Course” to move it to the right-hand column. Most students will have classes preloaded as they are required for graduation. Information on graduation requirements and individual course descriptions can be found in our [curriculum guide](#).

The screenshot displays a course selection interface. At the top right, it shows 'Total Requests/Scheduled: 6' and 'Total Credits: 5.000'. The interface is divided into two main columns: 'Available Courses for 2018-2019' on the left and 'Selected Courses' on the right. Between these columns are two buttons: 'Add Course >' and '< Remove Course'. The 'Available Courses' list includes: 1100 ENGLISH 9 (1.000 Credits, Required), 1105 ENGLISH 10 (1.000 Credits, Required), 1149 SPEECH/DEBATE (1.000 Credits, Elective), 1150 SAT PREP (1.000 Credits, Elective), 1190 PEER TO PEER (1.000 Credits, Required), 1201 BIOLOGY (1.000 Credits, Required), 1202 ADVANCED BIOLOGY (1.000 Credits, Required), 1210 CHEMISTRY (0.500 Credits, Required), 1211 PHYSICS (0.500 Credits, Required), and 1213 ADV. PHYSICS. The 'Selected Courses' list includes: 1105 ENGLISH 10 (1.000 Credits, Required), 1210 CHEMISTRY (0.500 Credits, Required), 1211 PHYSICS (0.500 Credits, Required), 1310 GEOMETRY (1.000 Credits, Required), 1506 WORLD HISTORY (1.000 Credits, Required), and 1617 BUSINESS SERVICES TECHNOLOGY (1.000 Credits, Required). At the bottom of the available courses list, there is a search bar with 'Search' and 'Clear' buttons.

- Course requests should total 7 credits and will save automatically. These requests can be edited anytime during the registration window.
- If assistance is needed or individual questions arise, feel free to email [Mr. Boros](mailto:boros@hemlockps.com) (boros@hemlockps.com) for assistance.

Note: The course request module is not available as an option on the skyward app. Log in must be done through a web browser in order to access the course request link.