QUICK GUIDE: Student Online Course Requests

*EASy — Enterprise Application Services for You!*

Online Course Requests

Online course requests in Skyward are made using the **student login** in the web version of Student Access. **NOTE:** Some classes require that you have completed another class first (prerequisite) or that you choose classes that work together (co-requisite). The system will prevent you from adding courses if you have already taken it or the requirements are not met. A warning message will appear.

Accessing the Course Requests

1. Access the LISD home page (www.lisd.net)
2. Select **Skyward** at the top of the page.
3. Select: **Family Access Login** and use your network username and password.
4. Choose the **Schedule** menu item.
5. Select: **Request Courses for 2017-2018…**
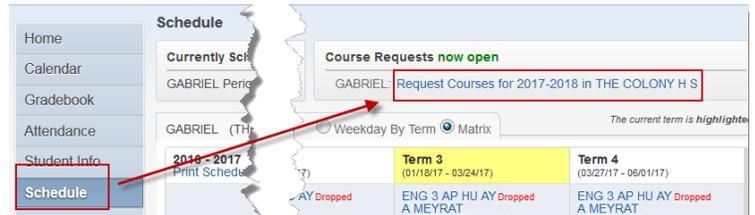
Selecting courses (your first choices)

1. **Search** for the course (course number or description)
2. **Highlight the course**. (click course number for details)
3. Select: **Add Course**. **After a brief pause**, the course will appear in the selected courses. (see note above if a warning appears)
4. Total credits display at the top of the screen.
5. **To remove a course**, **highlight it** in selected courses and choose the option: **Remove Course**.
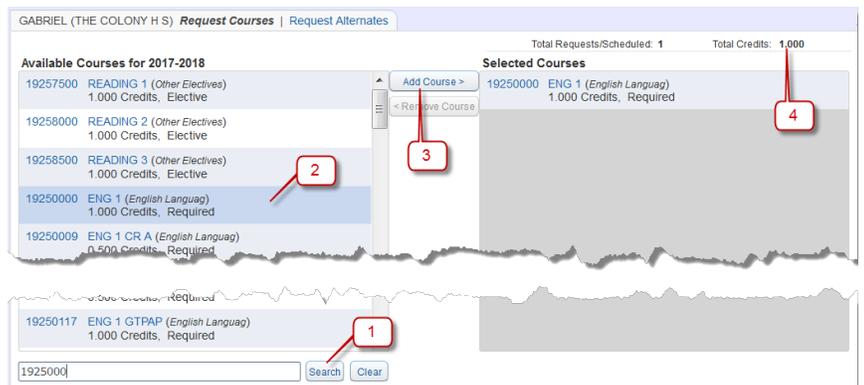
Selecting Alternates (in case you cannot get your requested class)

1. Choose: **Request Alternates**.
2. Search by course and add as you did previously.
3. They appear in order selected. You can use the arrows to change the order of your preferences.
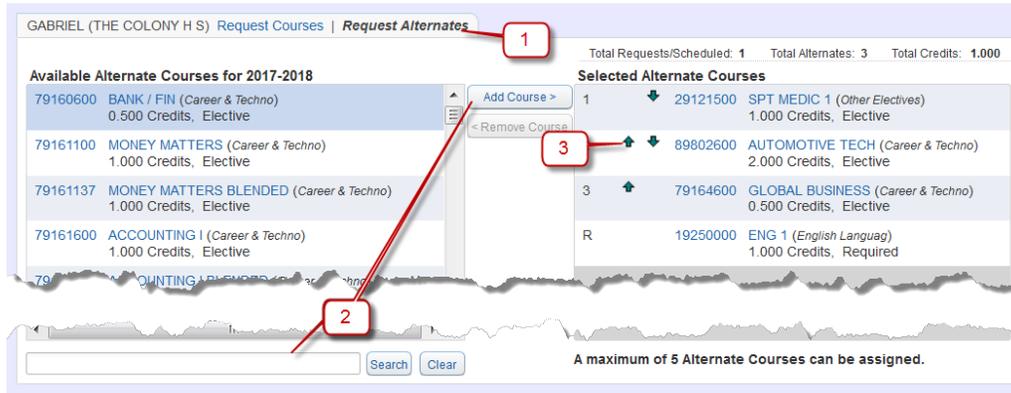
Saving and printing your selections

The system is saving your selections as they are made. You can leave the page and return to it and what you chose will be displayed. You can print using the Printer Icon in the upper right hand corner.