# Online Student Course Requests


2. Click on the “Family Access” button at the top left corner of the page. The Family Access page will open.

3. On the Family Access page, click on the “Login” button on the right side of the page.

4. Enter your Login ID and Password.

5. Click the “Sign In” button. The Family/Student Access screen will open.

6. Click the “Back to Prior Family Access” button on the left side menu. An older version of the Family Access portal will open that allows guardians to enter course requests for parents.
7. In the top “Student” field, select your student needing to enter course requests.

8. In the top “School” field, select the campus where your student WILL be for the following school year.


   The course request options will open in the middle of the page.

10. Click on the “Update Requests” tab.

11. In the search box, search the course you would like to request.

12. Click the “Search” button.

13. Select the course you would like to request in the left side menu.

14. Click the “Add Course” button.

   The screen will refresh and the requested course will show in the “Selected Courses” menu to the right.

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Created by LCISD Technology Staff Development © 2013
Removing Course Requests

15. To remove a course from the list of selected courses, select the course in the right side “Course(s) Requested” field.

16. With the course selected, click the “Remove Course” button.

Alternate Course Requests

17. To select alternate course requests, click the “Alternates” button at the top left of the “View Requests” screen.

Follow the same process for selecting alternate courses as was done for selecting requested courses.

18. Alternate courses can be ordered by preference by selecting the alternate request course and using the “Move Up/Move Down” buttons at the bottom of the screen.

Viewing Number of Requests, Alternates & Credits

Total number of courses that have been requested, number of alternates requested, and number of credits that have been requested can all be seen about the “Selected Courses/Alternate Courses” menu.

To close the Course Request screen, click the “Logout” button in the upper left corner of the window. All actions save automatically.