# Online Student Course Requests

1. **Go to the LCISD webpage:**  

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 “Schedule” button on the left side menu.**  
   The student’s current class schedule will open in the middle portion of the screen.
7. Click the “Request Courses for 2015-16” button above the current year schedule.

A Course Request window will open.

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**Adding Course Requests**

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

9. Click the “Search” button.

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

11. 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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**Removing Course Requests**

12. To remove a course from the list of selected courses, select the course in the right side “Selected Courses”.

13. With the course selected, click the “Remove Course” button.
Alternate Course Requests

14. To select alternate course requests, click the “Request 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.

15. Alternate courses can be ordered by preference by using the green arrows (up/down) next to each alternate request.

*Arrows will only appear if there is more than one requested alternate

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 “X” in the upper left corner of the window. All actions save automatically.