

# Scheduling Self Serve: Student Instructions

1. Click the **Course Request Registration** link located on your Middle School Campuses Homepage. The Course Request Registration Agreement panel is displayed.

2. Click the **I Agree** button.
3. Log-in using your Student ID and Password.

4. Click the **Sign On** button.  
**IMPORTANT:** After **3 attempts to sign on**, the system **will lock you out**. If you are unable to sign on the first time, contact your child's counselor to make sure he/she is enrolled at the correct campus before you try again.

5. The Course Requests tabs for all course categories approved for this student are displayed.

6. Check the box to select a course.
7. Select the next Course Request tab to review and select your course options. Navigate between each tab to select your courses.

Only choose **one** course under **each** Course Request tab.

# Scheduling Self Serve: Student Instructions

8. **ELCT (Electives) Course tab**- Select two elective courses. Choose one Full Year Course and one Semester Course (Select an Alternate Course for the Semester Course).

Course Description	Alternate Course Selection - If Allowed	Duration
<input checked="" type="checkbox"/> Art Level 1 (006550)		YR
<input type="checkbox"/> Band - Beginning Brass (006646)		YR
<input type="checkbox"/> Choir - Beginning (006610)		YR
<input checked="" type="checkbox"/> Auto & Robotics/Design & Modeling (600105)	Theatre - Level 1 - 006660	SH
<input type="checkbox"/> Theatre - Level 1 (006660)	Theatre - Level 1 - 006660	SH

9. After you have chosen your courses from each Course Requests tab, click the **Review** tab to show all the courses you have chosen.

Total course request must equal 16 to be complete.

\*If you want to change a course you selected, (1) click the **Del** button for that course, (2) go to the Course Request tab for the subject, and (3) choose the correct course. (4) Click on the **Review** tab to review and check the courses you have chosen.

10. Click the **Final Submission** button to submit your course requests.

11. Congratulations! You have completed your course selections for next year.

**Course Requests Submitted**

DeSoto Independent School District

**Course Request Registration**

YOUR SELECTIONS HAVE BEEN SUBMITTED

Thank you for registering your course selections.