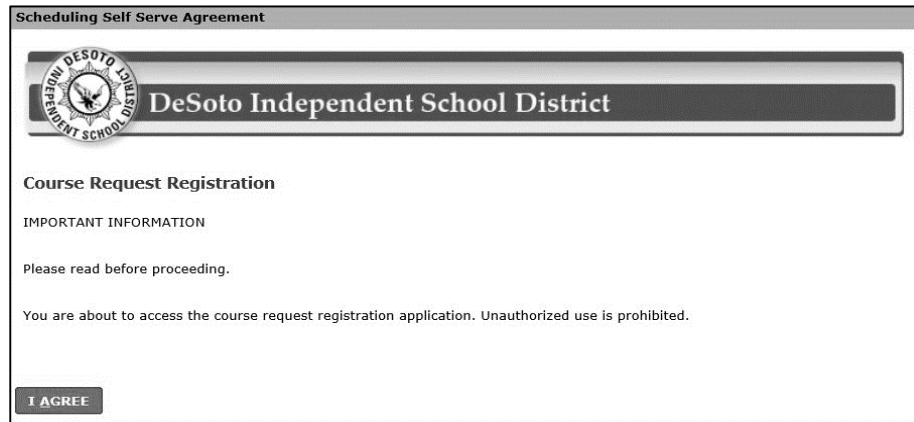
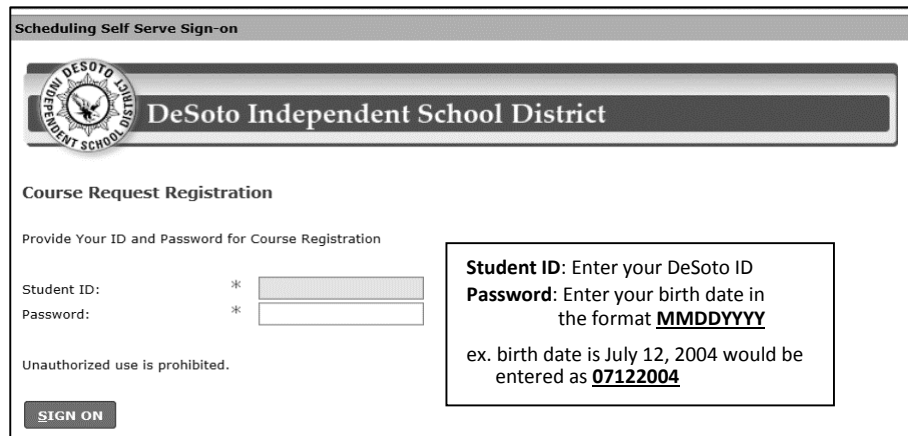


Scheduling Self Serve: Student Instructions

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

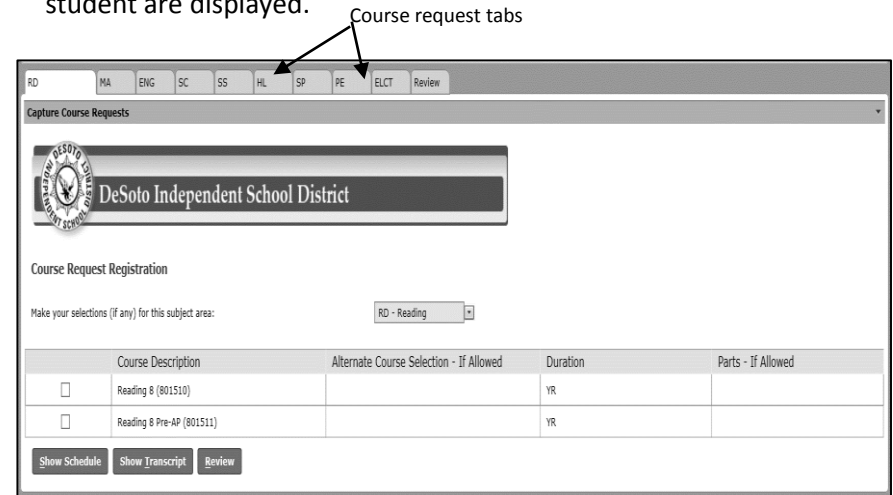


2. Click the **I Agree** button.
3. Log-in using your Student ID and Password.

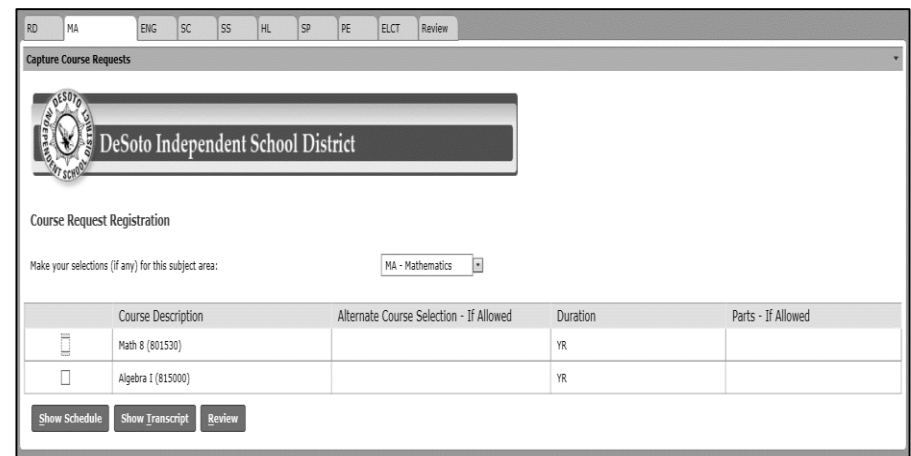


4. Click the **Sign On** button.
IMPORTANT: After **3 attempts to sign on**, the system **will lock you out**. If you are unable to sign on the first time, contact your child's counselor to make sure he/she is enrolled at the correct campus before you try again.

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

7th- 8th Grade

8. **ELCT (Electives) Course tab**- In addition to selecting an elective course. Choose an Alternate Course Selection.

Course Description	Alternate Course Selection - If Allowed	Duration	Parts - If Allowed
<input type="checkbox"/> Junior Cadet Corp B (811560)		YR	
<input type="checkbox"/> Theatre Arts - Level II (709600)		YR	
<input type="checkbox"/> Honor Band (006670)		YR	
<input type="checkbox"/> Choir - JV (006620)		YR	
<input checked="" type="checkbox"/> Art Level II YR (006551)	Choir - JV - 006620	YR	
<input type="checkbox"/> Spanish I (817300)	Choir - JV - 006620	YR	

7th grade: Only choose one Elective Course (Alternate Courses are not available)
 8th grade: Only choose one Elective and one Alternate Course.

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 Requests: 16

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.