

## 8<sup>th</sup> and 9<sup>th</sup> Grade Class Request Instructions

1. Fill out your class Registration Worksheet.
2. Log onto Skyward in STUDENT ACCESS to register for chosen classes and follow the A,B,C,D steps below. There is no save button.
3. Return your class Registration Worksheet to the counseling office.
4. If you have questions about classes and credits, talk to your current teacher for audition or application information.

The screenshot shows the Skyward Student Access interface. The top header includes the Skyward logo, 'Student Access', and links for 'My Account', 'Email History', and 'Exit'. A navigation menu on the left lists: Home, Calendar, Gradebook, Attendance, Student Info, **Schedule**, Test Scores, Graduation Requirements, Academic History, Portfolio, and Login History. The main content area shows 'Currently Scheduled Class: Mon Jan 26, 2015 8:54am' and 'Period 01 3D DESIGN 1'. A notification states 'Course Requests now open' with a link to 'View Requests for 2015-2016 in AMERICAN FORK JR. HIGH SCHOOL'. A pop-up window titled 'View Requests for 2015-2016 in AMERICAN FORK JR. HIGH SCHOOL' is open, showing 'Available Courses for 2015-2016' and 'Selected Courses'. The 'Available Courses' list includes: A005H9 ART HONORS (Fine Arts) 0.500 Credits, Elective; A2110 3D DESIGN 1 (Fine Arts) 0.500 Credits, Elective; A2210 CERAMICS 1 (Fine Arts) 0.500 Credits, Elective; A3113 JAZZ BAND (Fine Arts) 0.500 Credits, Elective; A3114 JAZZ BAND (Fine Arts) 0.500 Credits, Elective; A3121 JAZZ BAND 2 (Fine Arts) 0.500 Credits, Elective; A3122 JAZZ BAND 2 (Fine Arts) 0.500 Credits, Elective; A3261 SYMPHONIC BAND (Fine Arts) 0.500 Credits, Elective; A3262 SYMPHONIC BAND (Fine Arts) 0.500 Credits, Elective. The 'Selected Courses' list includes: A4001 ACAPELLA CHOIR (Fine Arts) 0.500 Credits, Elective; A4002 ACAPELLA CHOIR (Fine Arts) 0.500 Credits, Elective; C33210 FASHION STRATEGY (CTE) 0.500 Credits, Elective; EN091 ENGLISH 9 0.500 Credits, Required; EN092 ENGLISH 9 0.500 Credits, Required; M090H1 SECONDARY MATH I H 0.500 Credits, Required; M090H2 SECONDARY MATH I H 0.500 Credits, Required; P3SK0 PE SKILLS 0.500 Credits, Required; X4203 PEER LEADERS (Electives) 0.500 Credits, Elective. The pop-up window also shows 'Total Requests/Scheduled: 11' and 'Total Credits: 5.500'. Callout boxes A, B, C, and D point to the 'Schedule' link, the 'Course Requests now open' notification, the course list, and the 'Request Courses' link, respectively.

**Make sure you sign up for 8 credits and 3 alternates!  
(If you are taking Seminary it should be 7 credits.)**

Return your Registration Worksheet to the Counseling Office  
after you sign up on Skyward.

This is your safety net if your online requests are lost.