

## 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 contact your counselor. For audition or application questions please refer to the course instructor.

The screenshot displays the Skyward Student Access interface. At the top left is the Skyward logo and 'Student Access' text. A navigation menu on the left includes links for Home, Calendar, Gradebook, Attendance, Student Info, **Schedule**, Test Scores, Graduation Requirements, Academic History, Portfolio, and Login History. The main content area shows a 'Schedule' section with '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'. Below this is a window titled 'View Requests for 2015-2016 in AMERICAN FORK JR. HIGH SCHOOL' with sub-links for '(AMERICAN FORK JR. HIGH SCHOOL) Request Courses' and 'Request Alternates'. The window shows 'Available Courses for 2015-2016' and 'Selected Courses' sections. A search bar is at the bottom of the window. Four callout boxes labeled 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.