

To request your courses for next year in Skyward, please do the following.

1. Log into Skyward, Log-in ID: First initialMiddle initialLastname.Grad year, example: **rwmossett.28** Password: PHGrad year Last four digits of student number, example: **PH281234**.
2. Click on Schedule on the left
3. Click on View Requests for 2020-2021 in PH Northern High School top right

The screenshot shows the Skyward Student Access interface. The top navigation bar includes "My Account", "Email History", and "Exit". The main header displays "Student Access" and "District Links". The "Schedule" section shows the current class as "Thu Mar 26, 2020 2:08pm" and a link to "View Requests for 2020-2021 in PH Northern High School". A blue arrow points to this link. The "Schedule" page features a sidebar with navigation options: Home, Calendar, Gradebook, Attendance, Student Info, Schedule (highlighted with a blue arrow), Discipline, Test Scores, Educational Milestones, Graduation Requirements, Academic History, Portfolio, and Login History. The main content area displays a grid of courses for the 2019-2020 school year, organized by term (Term 1 to Term 5). The "View Requests for 2020-2021 in PH Northern High School" window is open, showing a list of available courses for 2020-2021 on the left and selected courses on the right. A blue arrow points to the "Add Course" button in the "Available Courses" list. The "Available Courses" list includes courses such as AP English Lit & Comp 1, AP English Lit & Comp 2, AP English Lang & Comp 1, AP English Lang & Comp 2, Speech 1, Newspaper, Broadcasting Arts 2, and Radio Station 1. The "Selected Courses" list includes ELA - Grade 12, Intermediate Algebra II C, Financial Math, Anatomy & Physiology, and Recreational Sports. The window also displays "Total Requests/Scheduled: 6" and "Total Credits: 3.000".

4. Highlight the courses on the left that you want and then click Add Course. You will see the courses you select on the right. Make certain to include both semesters of each course when selecting.
5. Once you select your courses, you can X out of the window. You are done.
6. Email your counselor if:
 - a. You have any questions
 - b. You are taking dual enrollment, co-op, BWMC, TEC Middle College, On-line classes. They need to know this as they are reviewing student request.

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