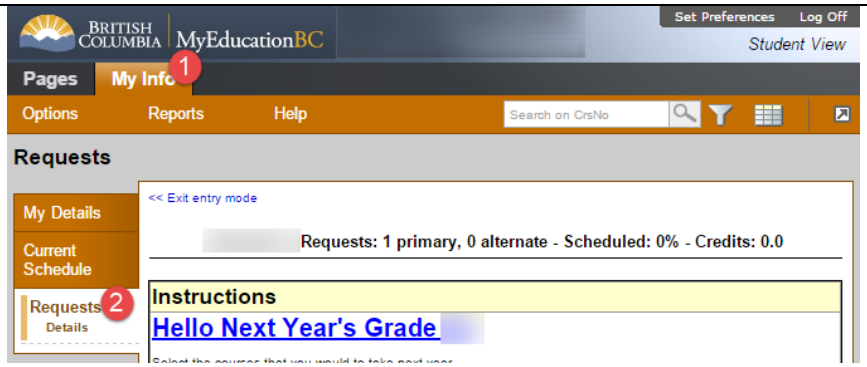
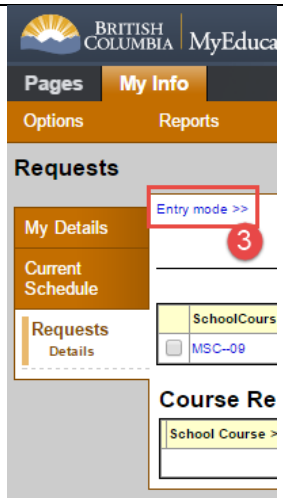
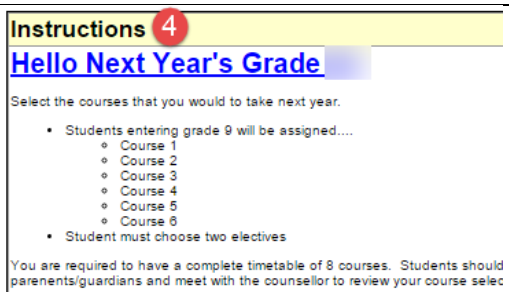
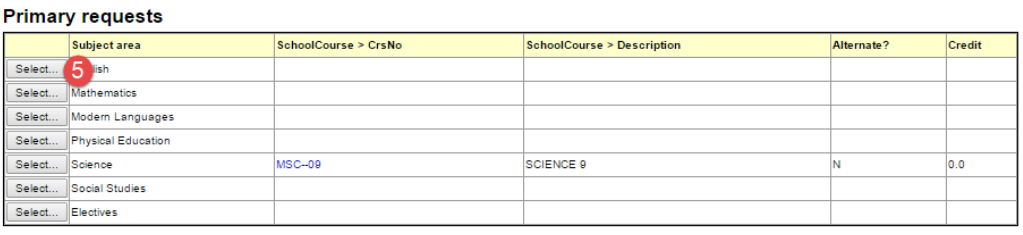
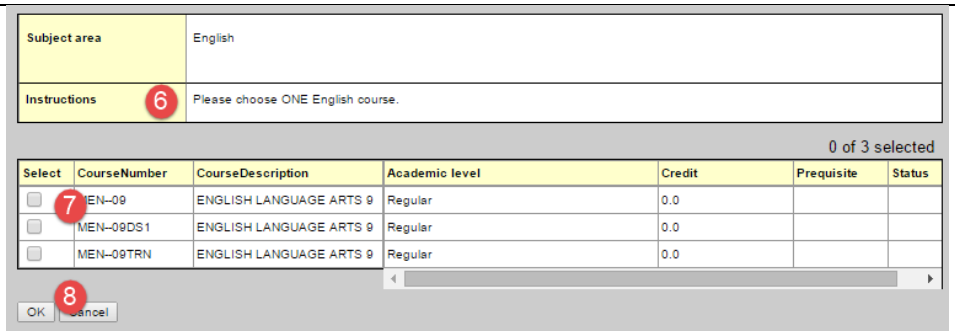
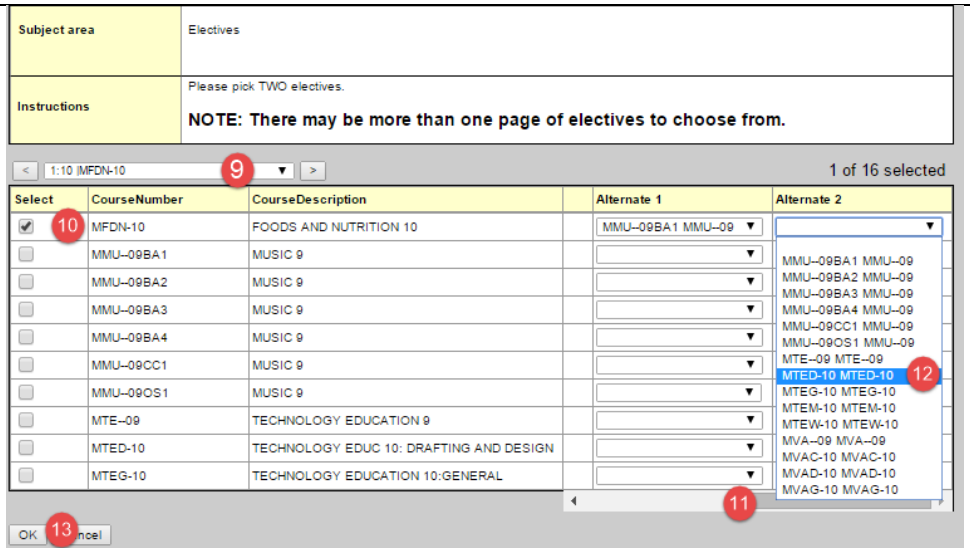
| | |
|---|---|
| 1. Click on **My Info** Top Tab<br>2. Click on **Requests** Side Tab |  |
| 3. Click on "**Entry mode>>**" if you see it |  |
| 4. Read and follow the instructions for the grade you are entering into |  |
| 5. Click the "**Select**" button see options of courses in that subject area |  |

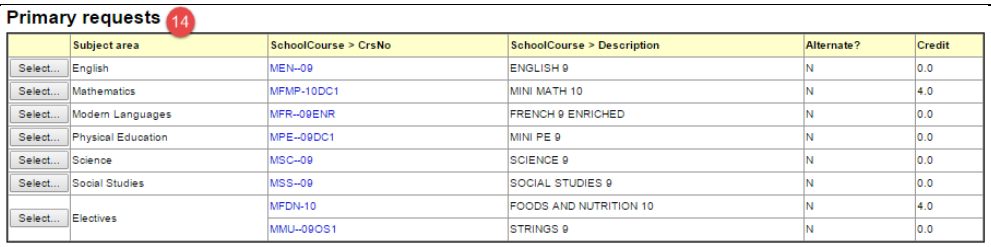
6. Read and follow the instructions
7. Select course(s) by clicking on the checkbox
8. Click the "**OK**" button when done



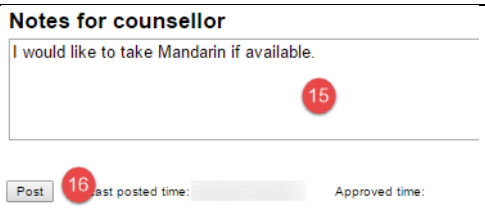

9. You may have a drop-down menu to select more pages of course options
10. For elective course you can choose up to 2 alternate courses
11. Use the scroll bar to the right to see the Alternate columns
12. Use the drop-down to select alternate courses
13. Click the "**OK**" button when done

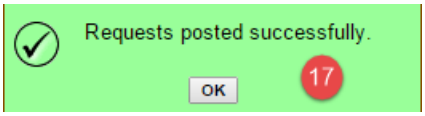



14. All your primary requests will be displayed when done




15. Enter notes that your counsellor can reference when you meet about your course selections
16. Click the "**Post**" button




17. You will see confirmation box that you posted successfully