

Maroa-Forsyth High School

"A Proud Tradition of Excellence."



Entering Course Requests in Family Access

If you are a guardian using Family Access, you can enter requests with your child for courses you would like your child to take during the upcoming school year. We have **helpful information** that will assist you regarding which classes to take and what the classes are. The information is located on the following website: <https://mfhs.mfschools.net/course-selection-guide>.

The following are the steps you will want to follow to enter your child's course requests:

1. Sign into the software, **after 3/6/20**, using your assigned username and password that you received at Registration. If you have misplaced it you can receive another copy by calling the High School Office at (217) 794-3463. The website you will need to sign in on is <https://mfhs.mfschools.net/family-access>. Once you are signed in you will see the Family Access tile screen, where you can view tiles for all of your children.
2. To enter a course request or course alternate, click the Course Request tile. Side note - You can only select this tile under each individual student's name. Once you click the Course Request tile you will see the Course Requests screen, which displays courses in the Available Courses For 20YY - 20YY and the Requests tab. You also see the Course Description, Course Code, and Earned Credits for each course listed. Under the Requests tab, you see existing course requests or scheduled courses for the student. You see the same columns as the Available Courses, as well as a heading that includes Requests, Total Credits Requested, and Maximum Credits. Use these as a reference when adding your course requests. You also see requests that have been entered by the office; these cannot be removed.
3. To request a course, verify the Requests tab is selected.
4. Under the Available Courses For 20YY - 20YY heading, **highlight the desired course**. You may either scroll through the list or use the search bar to find the course you want to request. The search bar enables you to filter courses by Course Code, Description, or Subject.
5. Click Add to the right of the Available Courses area. Then you will see the course request appear under the Requests tab.
6. Repeat steps 4 and 5 as many times as necessary to request the desired courses. **You will want to make sure you request at least 7 full credits of classes. In addition, you will need to request Focused Learning. Also Study Hall does not count as a credit.**

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7. To add an alternate course, select the Alternates tab.
Adding alternate course requests enables you to specify additional courses to be scheduled into if there are scheduling conflicts with your original course requests.
You see the same default columns as the Available Courses, as well as a heading for Requests, Total Credits Requested, and Maximum Credits for the course requests that have been entered as alternates.
8. If you chose to add alternate courses, repeat steps 4 and 5 as many times as necessary to add the desired alternate course requests.
9. If you wish to reorder your alternate courses, complete the following steps.
 - a.) Click Reorder Alternates at the right of the Alternates tab.
You will then see the Reorder Course Requests screen.
 - b.) Drag the courses to your desired Alternate Rank using the Crosshair icon.
 - c.) Click Save near the bottom of the screen.
You will then see the alternate courses listed in the rank you selected.
10. If you need to remove a course, complete the following steps.
 - a.) Highlight the undesired course under the Requests tab or the Alternates tab.
You may either scroll through the list or use the search bar to find the course you want to remove. The search bar enables you to filter courses by Course Code, Description, or Subject.
 - b.) Click Remove to the right of the Available Courses area.
Then you will see that if you selected a course request, it no longer displays under the Requests tab. If you selected an alternate course, it no longer displays under the Alternates tab.
 - c.) Repeat sub-steps a.) and b.) for each course you wish to remove.
You are limited in the number of credits you can request. If you add a course, then reach the maximum credits, but find a different course that you would prefer further down the list, you must remove the less desired course before adding the new one.
You cannot remove courses that have been requested by the office.
11. After you have finished selecting courses, click Submit Course Requests near the top left of the screen. Your courses request changes have been successfully saved. You have successfully entered course requests or course alternates for your child.

Side note - if you want to take Yearbook you have to request it through Mrs. Scott.

*** Deadline to complete: 3/20/20 ***