



Student Requests in HAC

Students submit course requests through **Home Access Center (HAC)**.

Login In to HAC

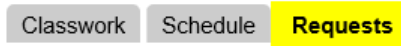
- Log into Home Access Center (HAC) with your student **login ID** and **password**. Please use the same login ID and password (otherwise known as your Active Directory credentials) as when you sign in to the school network. Your login ID will start with an S, followed by your student number.
 - If you do not have your username and password, please see your teacher or the front office.

Selecting Requests

- In Home Access Center, select the **Classes** icon



- Select the **Requests** Tab



- Click the **Edit** button to the right of **Electives (EL)**.



- When you select the **Edit** button, a separate screen will pop up with a list of courses.

Select A Course Save Cancel

Department : Electives
Requested Credits : 0.0000

Course Status Key : Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	6th Grade PE/Art	0171006	0.0000
<input type="checkbox"/>	7th Grade PE/Art	0171007	0.0000
<input type="checkbox"/>	8th Grade PE/Art	0171008	0.0000
<input type="checkbox"/>	Band	0171016	0.0000
<input type="checkbox"/>	Beginning Spanish	0171013	0.0000

This is a sample of the Electives students will see.

- Select the number of options as directed by your school by checking the Request box next to your selection. Select Save when you have selected your choices.
- Elective choices are now displayed on the Requests Screen

Select A Course Save Cancel

Department : Electives
Requested Credits : 0.0000

Course Status Key : Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	6th Grade PE/Art	0171006	0.0000
<input checked="" type="checkbox"/>	7th Grade PE/Art	0171007	0.0000
<input type="checkbox"/>	8th Grade PE/Art	0171008	0.0000

Click on the Save icon when finished selecting requests.

Request box checked for the selected course.

- To change the selections select the Edit button. Uncheck the choices to remove from the list and check new selections.

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