

Online Course Requests - Directions

1. LOG INTO YOUR STUDENT CONNECTION ACCOUNT.
2. IF YOU HAVE TWO TRACKS, SELECT EAGLE RIVER 2022-2023 FOR YOUR MAIN SCHOOL.
3. SELECT THE "REQUESTS" TAB ON THE LEFT SIDE MENU.
4. CLICK THE "ADD/EDIT REQUESTS" ON THE TOP RIGHT SIDE OF THE SECTION.
5. WHEN A COURSE IS SELECTED, THERE WILL BE A COURSE DESCRIPTION TO THE RIGHT. (NOT ALL COURSES WILL HAVE A DESCRIPTION.)
6. SELECT THE COURSE THAT IS YOUR FIRST CHOICE, THEN CLICK "ADD SELECTED CLASS" (REMEMBER THAT THE ORDER YOU SELECT YOUR COURSES WILL DELEGATE THE PRIORITY OF YOUR CHOICES.)
7. CONTINUE WITH STEP 6 UNTIL YOU HAVE ENTERED ALL OF YOUR CHOICES IN ORDER THEN CLICK THE "SUBMIT" BUTTON AT THE TOP OF THE WINDOW.
8. YOU WILL ONLY BE ABLE TO MAKE CHANGES TO YOUR REQUESTS DURING THE OPEN REGISTRATION WINDOW, SHOWN ON PREVIOUS SLIDE.

