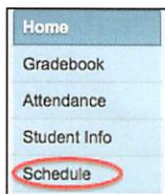


1. Go to: <http://mercerislandschools.org/faskyward> to obtain the log in screen. Log into Family Access (**logins/passwords are case sensitive**). Windows users should use the Internet Explorer version 9 or current version of Firefox or Chrome. Mac users should use the Safari browser version 5 or above or current version of Firefox or Chrome.

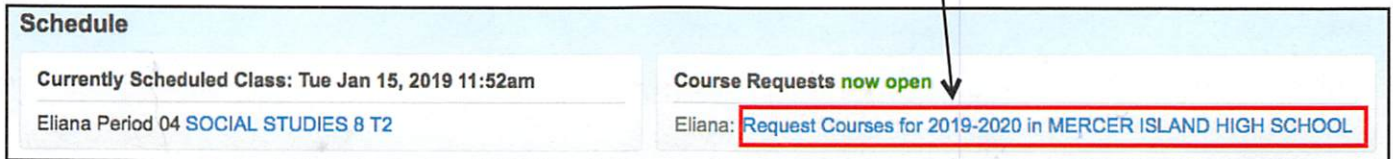
Note: your Login is made up of the first five letters of your last name, the first three letters of your first name and then three digits. **If your last name does not have five letters, there will be spaces in your login!** Likewise if your first name does not have three letters, there will be spaces in your login!

2. Once you log into the system, select the appropriate student in the upper part of the screen.

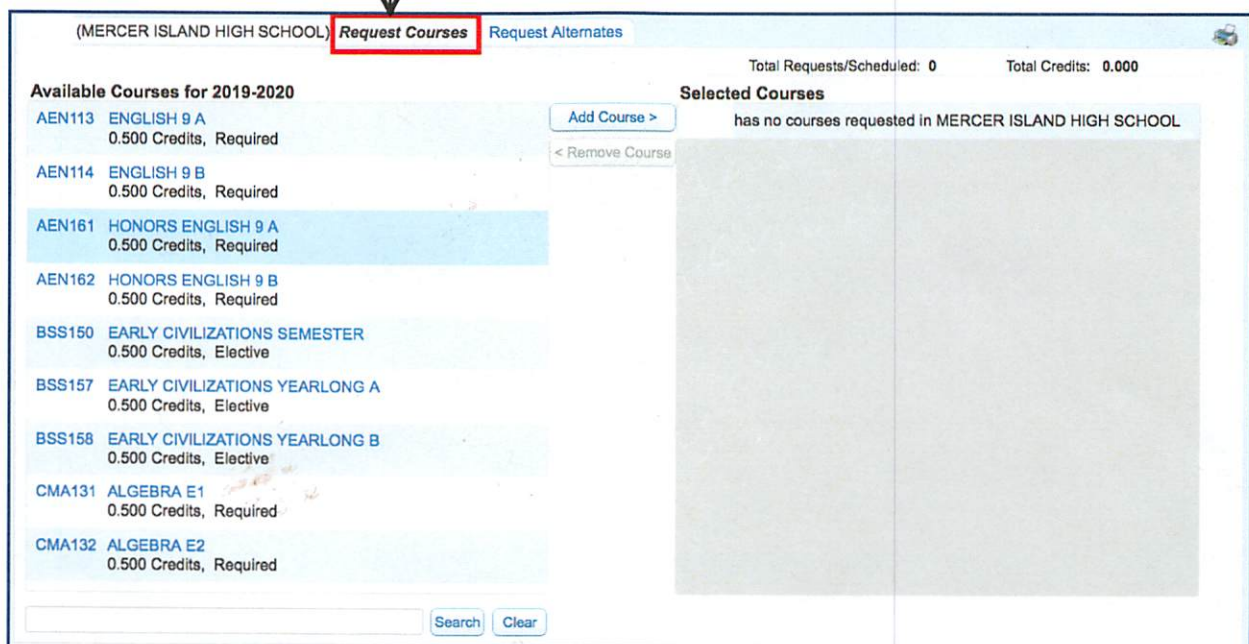
3. On the left hand-side menu click: **Schedule**



4. In the Course Requests box, click the link: **Request Courses for 2019-2020 in MERCER ISLAND HIGH SCHOOL**



5. At the top of the screen you have two options: Request Courses and Request Alternates. Click: **Request Courses.**



6. In the 2019-20 Available Courses screen, **highlight your desired course** in the left hand column. Then click the **Add Course** button to move the course to your Requested Courses list in the right hand column. Do this for each course request. Because some classes are year long, and others are only one semester, **watch the total credits** to determine you have selected the appropriate number of classes.

(MERCER ISLAND HIGH SCHOOL) [Request Courses](#) | [Request Alternates](#)

Total Requests/Scheduled: 12 Total Credits: 6.000

Available Courses for 2019-2020	Selected Courses
AEN113 ENGLISH 9 A 0.500 Credits, Required	AEN161 HONORS ENGLISH 9 A 0.500 Credits, Required
AEN114 ENGLISH 9 B 0.500 Credits, Required	AEN162 HONORS ENGLISH 9 B 0.500 Credits, Required
AEN161 HONORS ENGLISH 9 A 0.500 Credits, Required	BSS157 EARLY CIVILIZATIONS YEARLONG A 0.500 Credits, Elective
AEN162 HONORS ENGLISH 9 B 0.500 Credits, Required	BSS158 EARLY CIVILIZATIONS YEARLONG B 0.500 Credits, Elective
BSS150 EARLY CIVILIZATIONS SEMESTER 0.500 Credits, Elective	CMA161 ALGEBRA 1 A 0.500 Credits, Required
BSS157 EARLY CIVILIZATIONS YEARLONG A 0.500 Credits, Elective	CMA162 ALGEBRA 1 B 0.500 Credits, Required
BSS158 EARLY CIVILIZATIONS YEARLONG B 0.500 Credits, Elective	DSC155 CHEMISTRY 1 0.500 Credits, Required
CMA131 ALGEBRA E1 0.500 Credits, Required	EMC111 MANDARIN CHINESE 1 A 0.500 Credits, Required
CMA132 ALGEBRA E2 0.500 Credits, Required	EMC112 MANDARIN CHINESE 1 B 0.500 Credits, Required

Search Clear

When this is complete, **select the Request Alternates** link to select 3 alternate electives. Again, highlight the appropriate course and **select Add Course** to move it from the **Available Alternate Courses** list to the **Selected Alternate Courses** list. The alternates will prioritize as you select them, you can change the priority by highlighting the course and using the Move Up or Move Down buttons.

(MERCER ISLAND HIGH SCHOOL) [Request Courses](#) | Request Alternates

Total Requests/Scheduled: 12 Total Alternates: 3 Total Credits: 6.000

Available Alternate Courses for 2019-2020	Selected Alternate Courses
AEN113 ENGLISH 9 A 0.500 Credits, Required	1 ↓ FAV200 CERAMICS 0.500 Credits, Elective
AEN114 ENGLISH 9 B 0.500 Credits, Required	2 ↑ ↓ FAV300 DRAWING AND PAINTING 0.500 Credits, Elective
AEN161 HONORS ENGLISH 9 A 0.500 Credits, Required	3 ↑ FAV370 GLASS ART 0.500 Credits, Elective
AEN162 HONORS ENGLISH 9 B 0.500 Credits, Required	R AEN161 HONORS ENGLISH 9 A 0.500 Credits, Required
BSS150 EARLY CIVILIZATIONS SEMESTER 0.500 Credits, Elective	R AEN162 HONORS ENGLISH 9 B 0.500 Credits, Required
BSS157 EARLY CIVILIZATIONS YEARLONG A 0.500 Credits, Elective	R BSS157 EARLY CIVILIZATIONS YEARLONG A 0.500 Credits, Elective

Every effort is made to place students into their first choices for electives, but because of scheduling constraints and the possibility of requests exceeding capacity, alternates are required.

7. When your requested course selections are complete, click the printer icon to print out a copy of the requests for your records.

(MERCER ISLAND HIGH SCHOOL) [Request Courses](#) | [Request Alternates](#)

Total Requests/Scheduled: 12 Total Alternates: 3 Total Credits: 6.000

8. **Remember to log out.** The Exit button is located in the upper right hand corner of the screen.