Incoming 9th Grade Students Course Selection for 2019-2020

1. Go to: http://mercerislandschools.org/faskyward to obtain the log in screen. Log into Family Access (logins/passwords are case sensitive) using the student’s login credentials. Note, you cannot register for classes through the parent access account. 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.

![Available Courses Screen](image1)

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.

![Available Alternate Courses Screen](image2)

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.

![Request Alternates Screen](image3)

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