## Instructions for Registering Online in Skyward Student Access

**\*\*Online course registration can be entered from any device with internet connection**\*\*

 Log in to Skyward Student Access using <u>YOUR</u> login ID and password. Your parent/guardian's login/password will not allow you to register. There is a link to Skyward on the Lynden School District <u>webpage</u> or follow the direct link <u>here</u>. If you have forgotten your login info, use the "forgot your login/password" link. If that doesn't work, please email your counselor to have your password reset.

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2) Once in Skyward, select the **Schedule** tab in the sidebar on the left, then click the link for **Course Requests**, above your current schedule.

	Schedule									
Home	Currently Calendul	d Classe Tue Mar 24, 2020 4:40mm	Course Descurate new energy							
Calendar	Done with cla	asses for the day	Rec	20-2021 in LYNDEN HIGH SCHOOL						
Gradebook	Bone with the	isses for the day.								
Attendance	(LYNDEN H	IIGH SCHOOL) Display Options Current Year	O Weekday	By Term 🖲 Matrix	The current term is <b>highlighted</b> .					
Busing	2019 - 2020 Print Schedule	Term 1 (08/30/19 - 01/29/20)		<b>Term 2</b> (01/30/20 - 06/16/20)						
Schedule	<b>Period 1</b> (7:50 AM - 9:15 AM)									

3) You should now be on the Request Courses screen. Here you can add and remove course requests. Available Courses are on the left side of the screen. These are the courses available to you based on your grade level for the 2020-2021 school year. Students can search for courses by typing the first 2-3 letters of a course name in the box under the Available Courses and click Search. To view all courses again, click the Clear button.

(LY	NDEN HIGH SCHOOL) Request Courses	Request Alternates				\$
				Total Requests/Scheduled: 0	Total Credits: 0.000	
Available	e Courses for 2020-2021			Selected Courses		
AGR601	AG TECH 1 0.500 Credits		Add Course >	has no courses requested in LYNDE	N HIGH SCHOOL	
AGR602	AG TECHNOLOGY 2 0.500 Credits		A Remove Course			
AGR604	AG TECH SYSTEMS/SM GAS ENGINES 0.500 Credits					
AGR605	ADV AG TECHNOLOGY A (TP) 0.500 Credits					
AGR606	ADV AG TECHNOLOGY B (TP) 0.500 Credits					
AGR608	AG LEADERSHIP SEMESTER 1 0.500 Credits					
AGR609	AG LEADERSHIP SEMESTER 2 0.500 Credits					
AGR610	AG METAL ART 0.500 Credits					
AGR613	ROBOTICS 0.500 Credits					
		Search Clear				

4) Begin adding your course requests one at a time, starting with the required courses for your grade and ending with elective courses. To add a request, highlight the course under Available Courses and click the Add Course button. To remove a request, highlight the course under Selected Courses and click the Remove Course button.

Make sure that year-long courses have both **part A** and **part B** selected. This should happen automatically in most cases. You must select a total of <u>8.0 credits</u>. There is a **Total Credits** tally in the top right corner to help you keep track.

(LYI	NDEN HIGH SCHOOL) Request Courses	Request Alternates	3					
				1	otal Requests/Scheduled: 2	Total Credits:	1.000	
Available	Courses for 2020-2021	_		Selected	Courses			
MTH601	ALGEBRA 1 A 0.500 Credits	^	Add Course >	ENG605	AMERICAN LITERATURE A 0.500 Credits			
MTH602	ALGEBRA 1 B 0.500 Credits			ENG606	AMERICAN LITERATURE B 0.500 Credits			
MTH603	GEOMETRY A 0.500 Credits							
MTH604	GEOMETRY B 0.500 Credits							
<u>MTH605</u>	ALGEBRA 2 A 0.500 Credits							
MTH606	ALGEBRA 2 B 0.500 Credits							

5) Next, Click the **Request Alternates** link at the top of the screen.

	View Requests for 2020-2021 in LYNDEN HIGH SCHOOL								
(LYNDEN HIGH SCHOOL) Request Courses	Request Alternates								

The Request Alternates screen displays both Requests (R) and Alternates (numbered). <u>4 alternates</u> are required in case one or more of your course requests are not available or have conflicts. Alternate requests are added and removed in the same manner as the Course Requests.

Alternates should be listed **in order of preference** (1-4, with 1 being your first choice). The order can be changed using the Arrow Up or Arrow Down buttons to the left of the selected courses. The total number of alternate requests is tallied at the top of the screen.

(LYI	NDEN HIGH SCHOOL) Request Courses	Request Alternates	;									Ś
				Total	Req	uests/	Scheduled:	13	Total Alternates: 4	Total Credits:	8.000	
Available	e Alternate Courses for 2020-2021			Sele	cteo	d Alte	ernate Co	urse	s			
AGR601	AG TECH 1 0.500 Credits		Add Course >	1		+	AGR610	AG N 0.50	METAL ART 0 Credits		^	
AGR602	AG TECHNOLOGY 2 0.500 Credits		< Remove Course	2	1	• •	ART606	GRA 0.50	PHIC ARTS 1 (TP) 0 Credits			
AGR604	AG TECH SYSTEMS/SM GAS ENGINES 0.500 Credits			3	1	+ +	BUS615	WEE 0.50	B DESIGN (TP) 0 Credits			
AGR605	ADV AG TECHNOLOGY A (TP) 0.500 Credits			4	4	ŀ	CTE211	VIDE 0.50	EO GAME DESIGN 0 Credits			
AGR606	ADV AG TECHNOLOGY B (TP) 0.500 Credits			R			ENG605	AME 0.50	RICAN LITERATURE	A		
AGR608	AG LEADERSHIP SEMESTER 1 0.500 Credits			R			ENG606	AME 0.50	RICAN LITERATURE	В		
AGR609	AG LEADERSHIP SEMESTER 2 0.500 Credits			R			FRN601	FRE 0.50	NCH 1 A 0 Credits			
AGR610	AG METAL ART 0.500 Credits			R			FRN602	FRE 0.50	NCH 1 B 0 Credits			
AGR613	ROBOTICS 0.500 Credits			R			HEC614	ADV 1.00	ANCED CULINARY (1 0 Credits	ſP)		
		Search Clear		A ma	ximı	um of	4 Alterna	te Co	urses can be assigne	d.		

6) When you are finished entering course requests and alternates you may log out of Skyward. Your courses are saved automatically. <u>Please complete your online registration and have a parent/guardian review it by Friday April 3</u>. You can continue to make changes to your course requests and alternates through this date. If you need assistance, please email your counselor and we will reach out to you. We are happy to help! <sup>(C)</sup>