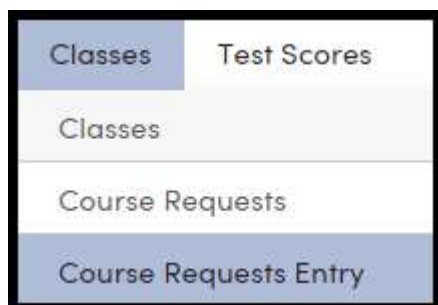


How to enter Course Requests_Student/Parent Portal

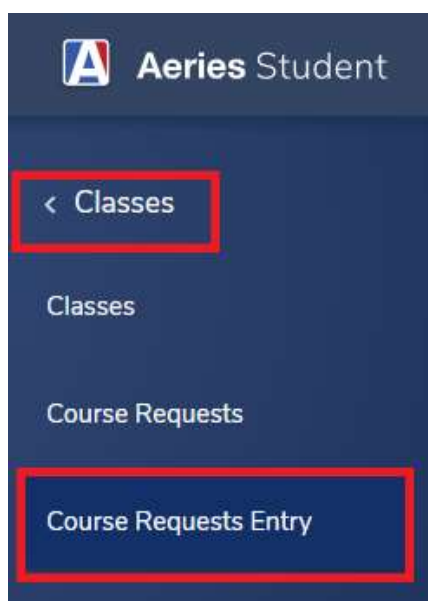
1. Log in to [Aeries Parent/Student Portal Account](#)



2. Go to Classes > Choose Course Requests Entry from the dropdown menu.



For the new look in Aeries, Classes | Course Requests Entry.



3. Select **Search** button. Leave Sbj Area as **Show all courses**.

How to enter Course Requests_Student/Parent Portal



Filter Courses

Name or Nbr: Sbj Area: Show All Courses ▾ Search

Only courses being offered will display.



Filter Courses

Name or Nbr: Sbj Area: Show All Courses ▾ Search Remove Filter

Click A Course To Request or ⓘ for Info

ⓘ Advanced Art (0703)	ⓘ Explore Tech (0993)	ⓘ Sci Olympiad (0599)
ⓘ Chamber Orch. (0764)	ⓘ Exploring Art (0987)	ⓘ Spanish 1 (0225)
ⓘ Chorus (0775)	ⓘ Guitar (0770)	ⓘ STEAM Wheel (0132)
ⓘ Concert Band (0751)	ⓘ Musical Thtr (0780)	ⓘ Symphonic Band (0759)
ⓘ Concert Orch. (0763)	ⓘ Office Aide (0963)	ⓘ Symphonic Orch (0766)
ⓘ Elective-IS (9810)	ⓘ Photojournalism (0952)	ⓘ Video Technlgy (0828)

4. Select the course you want to add, then click either **Request Primary** or **Request Alternate**.



Ad Thtr Pd A (7775) X

Subject Area #1: Lang Fine Arts CTE

Type: Academic Course

UC Area: Visual and Perf Arts

CSU Area: Visual and Perf Arts

Request Primary Request Alternate

5. To remove a course select the trash can icon.

How to enter Course Requests_Student/Parent Portal

Physical Education	
Lang Fine Arts CTE	  Ad Thtr Pd A (7775)
World Cultures	
Economics	
General Electives	

Alternate Course Requests	
	 Adv Drama A (7771)

6. There is no submit button, classes are automatically added.

 **Scheduling Using Next Year's Grade Levels!**

Course Request Entry

Course Request	Term View	Term and Day of Week View
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Crs ID	Course Title
7775	Ad Thtr Pd A

Alternate Course Requests	
Course	Date Added
Adv Drama A (7771)	1/5/2021 6:50:39 AM