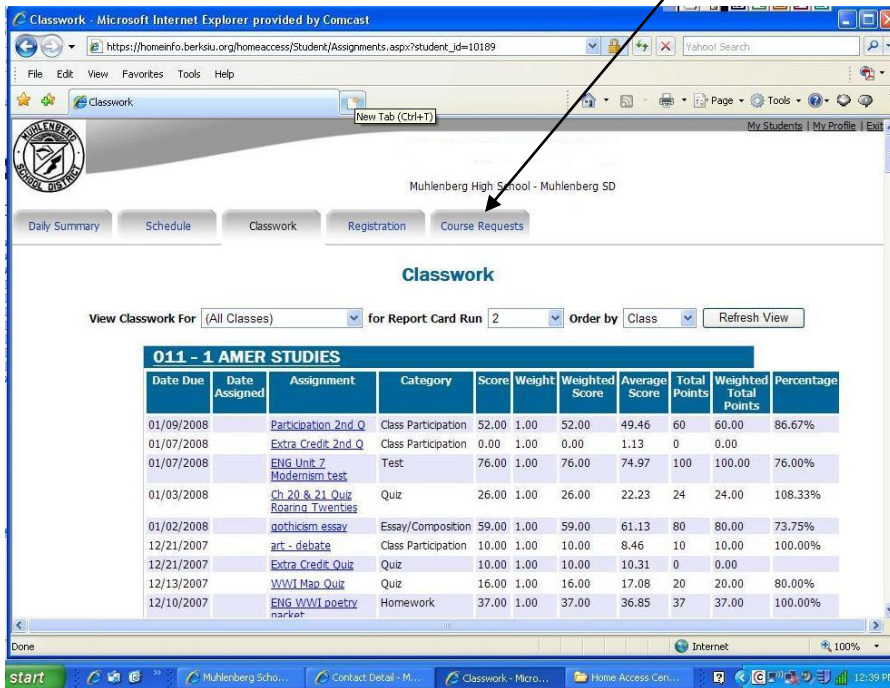


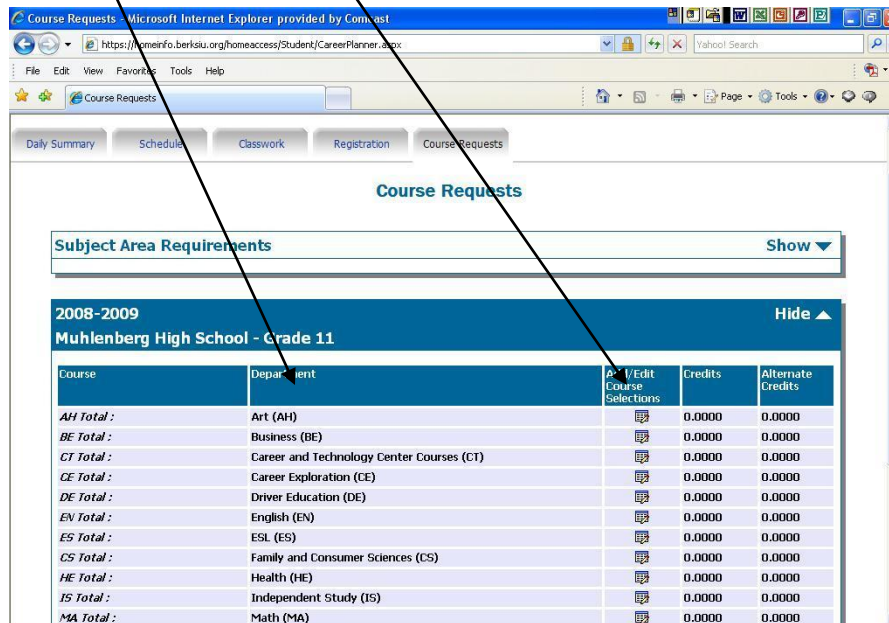
# Online Scheduling Via Home Access Center

To enter course requests: (PLEASE HAVE YOUR **COURSE SELECTION FORM** WITH YOU FOR THIS!)

1. Go to Muhlenberg's website ([www.muhsdk12.org](http://www.muhsdk12.org)) and 'login' into the Home Access Center (HAC) using your personal USERNAME and PASSWORD – the same way you go into HAC to check on student grades.
2. Once you are on the main student screen, click on the *Course Requests* tab. When you click on the *Course Requests* tab, the *Course Requests* screen will appear.



3. To begin choosing courses for your 2012-2013 schedule, first find the *department* that each course is in – *departments* are listed in the 2<sup>nd</sup> column of the *Course Requests* table (ie. English, Math, Science). Click on the *Add/Edit Course Selections* icon to the right of the department name. You will now see the *Select A Course* screen along with a list of all available courses in that department.



(OVER)

4. To select a course for your schedule, click on the box located to the left of the course you want to request. **DO NOT USE THE ALTERNATE COLUMN AT ALL!! 'BACK-UP ELECTIVES' SHOULD NOT BE PUT INTO THE COMPUTER!!**

Select A Course - Microsoft Internet Explorer provided by Comcast

https://homeinfo.berksiu.org/homeaccess/Student/Requests.aspx?PlanYear=08&SubjectArea=EN%20%20%20&PlanDetID=0

### Select A Course

Department : English  
Requested Credits : 1.0000  
Alternate Credits : 0.0000

Click on a column heading to sort by that column.  
Note that requested courses will always list first.

Request	Description	Course	Credit	Alternate
<input type="checkbox"/>	AMER STUDIES	011	2.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP ENG LIT/COMP	030	1.2500	--- Make Course an Alternate ---
<input type="checkbox"/>	ENGLISH 10	015	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	ENGLISH 10 COL	013	1.0000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	ENGLISH 11	025	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	ENGLISH 11 COL	023	1.0000	--- Make Course an Alternate ---

Course Status Key : Required Suggested Unavailable

Save Cancel

Error on page. Internet 100%

5. When you have finished selecting courses in a department, click the *Save* button. Repeat these steps for each department that contains courses you wish to select. After selecting all courses you would like in your 2012-2013 schedule, you can use the web browser's *Print* function to save a copy of your selections.

### **\*\*IMPORTANT!\*\***

- The *Course Requests* online scheduling feature of HAC will only be available from: **Thursday, February 2, 2012, through Monday, February 20, 2012!** Therefore, **all requests should be input online no later than February 20!**
- Inputting requests online will assist you in getting your 'first choices' for your 2012-2013 schedule; however, online scheduling does NOT replace the need for a completed **COURSE SELECTION FORM** being handed in on February 10! Students who follow **ALL** instructions in filling out and handing in the usual Course Selection Form **AND** input all requests online (as described above) will have the best chance of getting all desired courses.
- Please call or see your school counselor as questions arise!  
The High School Guidance Office phone number is 610-921-8078, ext. 4107.

~ THANK YOU SO MUCH!! ~