

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) 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 Classes tab,

The screenshot shows the Home Access Center interface. The navigation bar at the top has icons for Home, Attendance, **Classes**, Student Support, and Registration. Below the navigation bar, there are tabs for 'Week View' and 'Calendar'. The main content area displays 'Today's News' and a weekly schedule for Monday, January 21, 2019, to Friday, January 25, 2019. The schedule table is as follows:

Class	Current Average	Monday 01/21	Tuesday 01/22	Wednesday 01/23	Thursday 01/24	Friday 01/25
		Day: 3	Day: 2	Day: 3	Day: 4	Day: 5
BAND 9 (9357 - 1) Per: MI Evans, J						
CHORUS 9 (9355 - 1) Per: MI Phillips, Erin						
MUHL						

3. Click on the Requests tab. When you click on the Requests tab, the Course Requests screen will appear.

The screenshot shows the Home Access Center interface with the 'Requests' tab selected. The navigation bar has icons for Home, Attendance, Classes, Student Support, and Registration. Below the navigation bar, there are tabs for 'Classwork', 'Schedule', and **Requests**. The main content area displays a list of assignments for the course '9001 - 2 ENGLISH 9 HONORS'. The assignments table is as follows:

Date Due	Date Assigned	Assignment	Category	Score	Total Points
01/17/2019	01/02/2019	Vocab Quiz: Word Parts List 2	Quiz		25.00
01/02/2019	12/19/2018	No Red Ink: Commonly Confused Words	Classwork	E	20.00
12/14/2018	11/01/2018	S.T.A.R. Writing #2	Essay/Composition		50.00
12/12/2018	11/29/2018	Maycomb vs Your Hometown Essay	Essay/Composition		50.00
12/10/2018	12/10/2018	TKaM Chapters 9-11 Quiz	Quiz		20.00
12/04/2018	11/27/2018	TKaM Chapter 5-8 Quiz	Quiz		24.00
11/28/2018	11/16/2018	Zion One-Pager	Project	10.00	10.00
11/27/2018	11/27/2018	TKaM First Reading Quiz	Quiz	15.00	20.00
11/20/2018	11/12/2018	Type 3 Writing: Character Comparison	Essay/Composition		40.00
11/09/2018	11/07/2018	BTL Fearscape	Essay/Composition	0.00	30.00

4. To begin choosing courses for your 2019-2020 schedule, first find the Department column which is the 1st column of the Course Requests table (ie. English, Art). Click on the Edit button to the right of the Courses. You will now see the 'Select A Course' screen along with a list of all available courses in that department.

The screenshot shows the 'Course Requests' page for the 2019-2020 school year, Grade 09. The page has a navigation bar with 'Classwork', 'Schedule', and 'Requests' tabs. Below the navigation bar is a table with three columns: 'Department', 'Course', and 'Credits'. The 'Department' column lists various departments: Art (AH), Business (BE), Career Exploration (CE), Electives (EL), English (EN), ESL (ES), Family and Consumer Sciences (CS), and JROTC (RO). To the right of each department name is an 'Edit' button. A black arrow points from the text in step 4 to the 'Department' column header and another arrow points to the 'Edit' button for the English (EN) department.

Department	Course	Credits
Art (AH)		
Business (BE)		
Career Exploration (CE)		
Electives (EL)		
English (EN)		
ESL (ES)		
Family and Consumer Sciences (CS)		
JROTC (RO)		

5. To select a course for your schedule, click on the box located to the left of the course you want to request. For your ELECTIVE choices, just enter your top two choices online. **DO NOT USE THE ALTERNATE COLUMN AT ALL!!**

The screenshot shows the 'Select A Course' dialog box. At the top, it displays 'Department: English' and 'Requested Credits: 1.0000'. Below this is a legend for 'Course Status Key' with icons for Required, Suggested, Locked, Incomplete Prerequisite, and Alternate Request. The main part of the dialog is a table with four columns: 'Request', 'DESCRIPTION', 'COURSE', and 'CREDIT'. The 'Request' column contains checkboxes. The 'DESCRIPTION' column lists various English courses. The 'COURSE' column lists course numbers, and the 'CREDIT' column lists the credit value for each course. A black arrow points from the text in step 5 to the checkbox in the 'Request' column for the first course, 'ENGLISH 9 COLLEGE'. Below the table, there is a note: 'Click on a column heading to sort by that column. Note that requested courses will always list first.'

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	ENGLISH 9 COLLEGE	9003	1.0000
<input type="checkbox"/>	ENGLISH 9 HONORS	9001	1.0000
<input type="checkbox"/>	ENGLISH 9 COLLEGE	9003CT	1.0000
<input type="checkbox"/>	ENGLISH 9*	9003ES	1.0000
<input type="checkbox"/>	ENGLISH 9*	9003LS	1.0000
<input type="checkbox"/>	ENGLISH 9*	9500	1.0000
<input type="checkbox"/>	READING 9*	9009LS	1.0000
<input type="checkbox"/>	READING 9*	9549	1.0000
<input type="checkbox"/>	READING 9*	9549ES	1.0000

6. 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 2019-2020 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: Tuesday, January 29, 2019 @ 3 p.m. through Monday, February 11, 2019 @ 8 a.m!

All requests must be input online within this time frame!

- Inputting requests online will assist you in getting your 'first choices' for your 2019-2020 schedule; however, online scheduling does NOT replace the need for a completed COURSE SELECTION FORM being handed in on February 5! Students who follow ALL instructions in filling out and handing in the Course Selection Form AND who 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!

~ THANK YOU SO MUCH!! ~