



DIRECTIONS FOR ONLINE ENTRY OF COURSE REQUEST:

NOTE: Online registration must be completed by midnight on January 12, 2025.

This will not work on a phone. You must use a computer

- Go to www.ahschools.us
-  Click on the “Lock & Key” in the upper right corner.
- Log in using **STUDENT** username and password. (parent accounts will not work)
-  Choose Student Information.
- Select “Course Request,” then select “Click here to change course request.”
- In the “Course ID” column you will enter the course number to search.
- Use course numbers from your grade level registration materials
- DO NOT SEARCH BY TITLE!

A screenshot of a web form. At the top, the text 'Course ID' is displayed. Below it is a search input field with a magnifying glass icon on the left and the text '73211' entered. The input field is highlighted with a blue border.

- Once you find the desired course choose “ADD REQUEST.”
 - You will choose “ADD REQUEST” for your 15 regular requests.
 - You will also choose “ADD ALTERNATIVE” for your 3-5 alternative requests.
- When finished choose “Click here to return to course request summary.”
- Review your selected courses. If you made a mistake choose “Click Here to change your course request.”