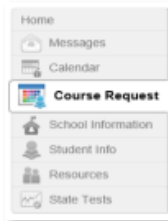




Online Course Entry Instructions

STEP 1: Complete your Course Request Form. The courses you choose will be entered within Synergy and your StudentVue Account.

STEP 2: Log in to your Synergy/StudentVUE account



and choose Course Request from the left side of screen

STEP 3: To begin selecting courses:

[Click here to change course requests](#)

Note: You will see that some grade level core courses have been pre-selected for you .

STEP 4: Scroll Down to SEARCH COURSES. Begin entering Course NUMBER/ID FROM YOUR CRW

Search Courses		
Ln	Course ID	Course Title
	<input type="text"/>	<input type="text"/>

Enter Course Number HERE

Do NOT use

IMPORTANT: ONLY SEARCH BY COURSE ID FROM YOUR CRW - If you search by course title you will get a list of all courses in the district and they will not be compatible with our sequence.

STEP 5: If the correct course is listed under Course Title, click [Add Request](#) or [Add Alternate](#) if it's a second choice elective. **TIP:** If the process is not following these steps, try a different browser.

Search Courses		
Action	Ln	Course ID
<input type="button" value="Add Request"/>	1	000155
<input type="button" value="Add Alternate"/>		

REPEAT Process until you have requested 15 Courses and up to 3 Alternate Electives.

IMPORTANT: If you are selecting a 3 trimester course (orchestra, yearbook, AP courses) be sure to enter **all 3** course ID numbers - one for each trimester (even if the number appears to be a duplicate).

STEP 6: Once you have chosen your 15 classes and 3 alternates, double check your choices. You are done. Do NOT lock courses.

[Click here to return to course request summary](#)

TIP: If you want an off-roll in any trimester, be sure to request it as one of your 15. We cannot rearrange your schedule later to accommodate off-roll.

DEADLINE: Portal Closes March 1st for current PHS students
Portal Closes April 4th for incoming 9th grade students

RESOURCES: Check with your current teachers for recommendations, PHS website and Academic Planning