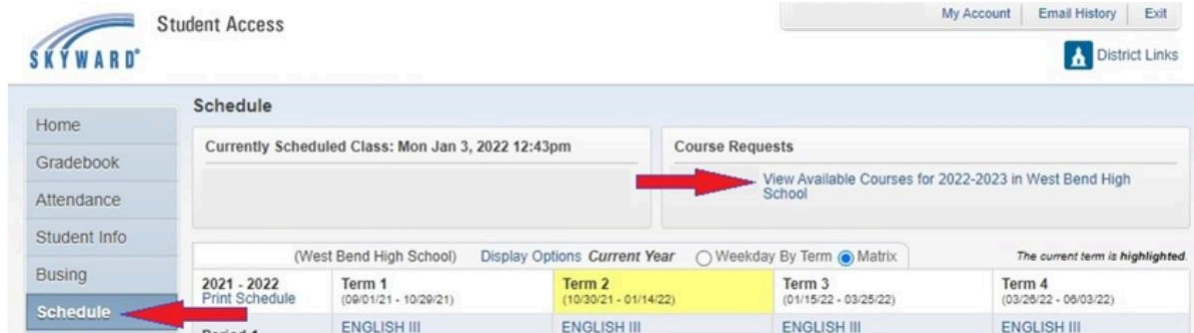


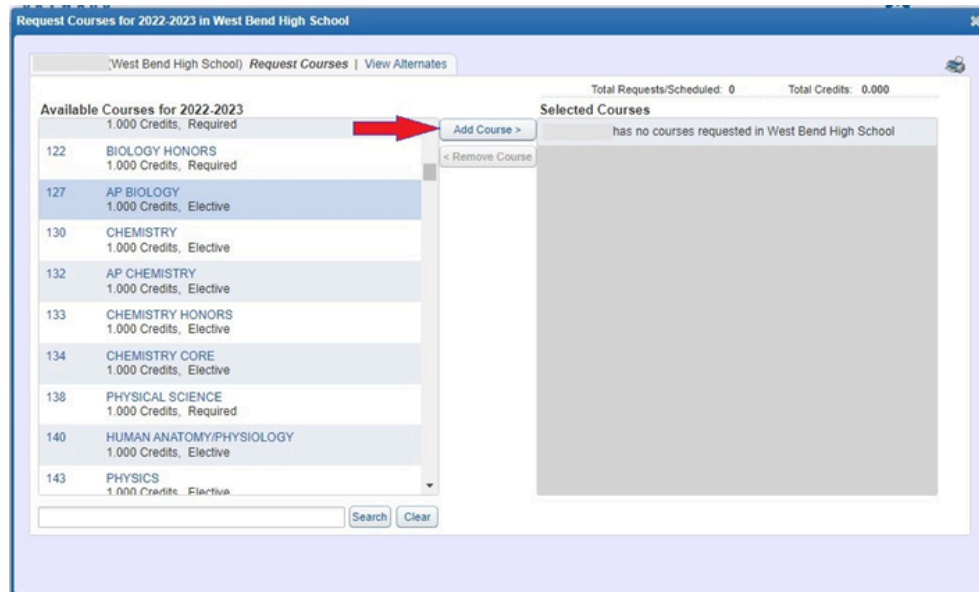
ONLINE SCHEDULING INSTRUCTIONS

Before you select your courses online in Skyward, be sure you review the Course Selection Form Instructions (for your grade: [8th](#), [9th](#), [10th](#)) or the email sent from your counselor with your transcript (current juniors) along with the Course Planning Guide, and complete the Course Selection Form. Then, follow the steps provided below to select courses in Skyward for the upcoming school year by December 19th (current freshmen, sophomores, & juniors).

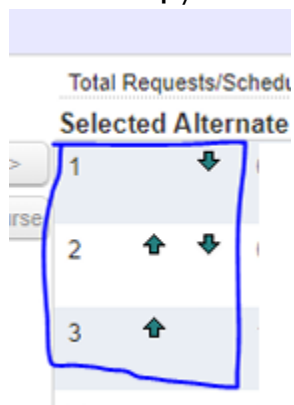
1. Log into [Skyward Student Access](#) using your Skyward Student username & password.
 - ◇ ****Note:** Skyward Student Access - Usernames & Passwords were handed out to students at the beginning of the school year. If you do not remember or if you did not receive a Skyward Student Access Log-On contact the office.
 - ◇ You are now logged into your Skyward Student Access account. This will display only information that is specific to your student information and will allow you to make course selections for online scheduling through January 30th.
2. For online scheduling course selections, click on “**Schedule**” on the menu on the left side of your screen. Then click on “**Request Courses for 2026-2027 in West Bend High School**” on the right side of your screen.



3. On the next screen, a list of “**Available Courses for 2026-2027**” will be displayed (left column).
 - ◇ When making your course selections, be sure to refer to the Course Selection Form.
 - ◇ **Request Courses (MUST select a minimum of 5.0 credits):**
 - Click on “Request Courses” on the top left corner of the window.
 - Click on the row for the desired course to highlight it.
 - Click the “Add Course” button. The selected course will then be shown on the right column on the screen.
 - ****If you know the course number, you may also enter it in the search box on the bottom of the screen and click “Search.”**
 - If you want to delete a course, highlight the course in the right column of the screen and click the “Remove Course” button.



- ◇ **Request Alternate Courses (select at least 2 alternate courses):**
 - Alternate course requests are important in the event of any scheduling conflicts,
 - Click on “Request Alternates” on the top row of the window.
 - Click on the row for the desired course to highlight it.
 - Click the “Add Course” button. The selected course will be shown on the right-hand side of the screen.
 - If you know the course number, you may also enter it in the search box on the bottom of the screen and click “Search.”
 - If you want to delete a course, highlight the course in the right-hand column of the screen and click the “Remove Course” button.
 - The courses will populate at the top and have #s in front of them (1, 2, 3, 4 etc). This is the rank order of preference. To change this simply click the up/down arrows.



4. When you are finished selecting courses, click the “X” in the upper right-hand corner of the screen. Your course selections will be saved and reviewed by your counselor.
5. You may now log out of Skyward Student Access by clicking on the “X” in the top right-hand corner of the screen.