

<ol style="list-style-type: none"> 1. Click on My Info Top Tab 2. Click on Requests Side Tab 																																																	
<ol style="list-style-type: none"> 3. Click on “Entry mode>>” if you see it 																																																	
<ol style="list-style-type: none"> 4. Read and follow the instructions for the grade you are entering into 																																																	
<ol style="list-style-type: none"> 5. Click the “Select” button see options of courses in that subject area 	<p>Primary requests</p> <table border="1"> <thead> <tr> <th></th> <th>Subject area</th> <th>SchoolCourse > CrsNo</th> <th>SchoolCourse > Description</th> <th>Alternate?</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Select...</td> <td>English</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select...</td> <td>Mathematics</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select...</td> <td>Modern Languages</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select...</td> <td>Physical Education</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select...</td> <td>Science</td> <td>MSC-09</td> <td>SCIENCE 9</td> <td>N</td> <td>0.0</td> </tr> <tr> <td>Select...</td> <td>Social Studies</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Select...</td> <td>Electives</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit	Select...	English					Select...	Mathematics					Select...	Modern Languages					Select...	Physical Education					Select...	Science	MSC-09	SCIENCE 9	N	0.0	Select...	Social Studies					Select...	Electives				
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<p>6. Read and follow the instructions</p> <p>7. Select course(s) by clicking on the checkbox</p> <p>8. Click the “OK” button when done</p>																																																							
<p>9. You may have a drop-down menu to select more pages of course options</p> <p>10. For elective course you can choose up to 2 alternate courses</p> <p>11. Use the scroll bar to the right to see the Alternate columns</p> <p>12. Use the drop-down to select alternate courses</p> <p>13. Click the “OK” button when done</p>																																																							
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<p>15. Enter notes that your counsellor can reference when you meet about your course selections</p> <p>16. Click the “Post” button</p>	<p>Notes for counsellor</p> <p>I would like to take Mandarin if available. 15</p> <p>Post 16 last posted time: _____ Approved time: _____</p>																																																						
<p>17. You will see confirmation box that you posted successfully</p>																																																							

