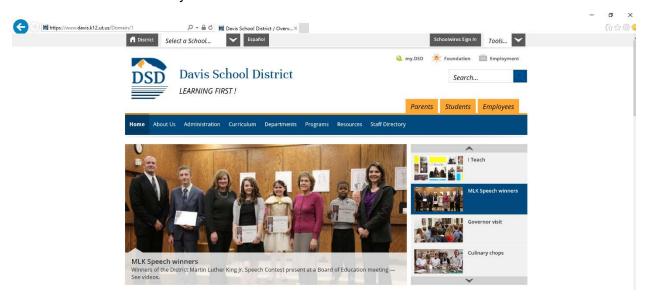
# FRRMINGTON HIGH SCHOOL

## **Online Course Request Instructions**

 Open Internet Explorer and go to the Davis School District website (<u>www.davis.k12.ut.us</u>). Internet Explorer is the only browser that is compatible to work with the software you are about to use.



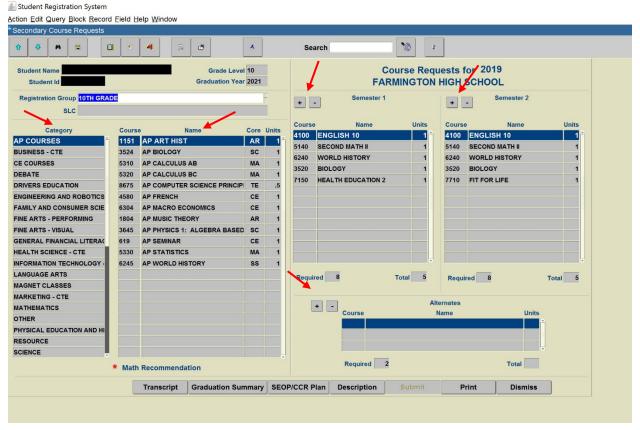
- 2. Click on "Resources" -> "Student Resources" -> "Online Registration." You may get a Java pop up. If you do, click "Run."
- 3. You should now see the following screen. Enter your Student ID, Pin, and click "Login."



4. Make sure that **YOUR** name and Farmington High School is listed.



5. Some classes will be preselected for you. You will be selecting the rest. Preselected classes may be substituted for honors, CE, or AP equivalents.

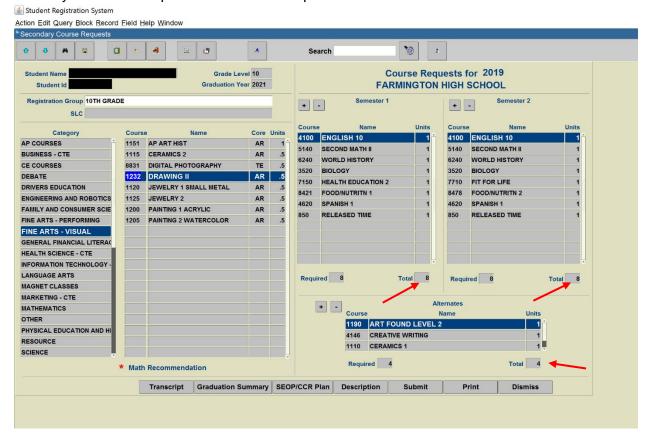


- 6. To add courses:
  - **First** Select a category from the first column.
  - **Next** Highlight the desired course from the second column
  - **Last** Click the "+" button in the Semester 1, Semester 2, or Alternatives column.

## Important:

- If you make a mistake, simply highlight the course and click the "-" button.
- A full year class will populate in the Semester 1 and Semester 2 columns.
- Don't worry about which classes end up in which semesters. These are only course requests, not your actual schedule.
- You will need 8 classes in Semester 1, 8 classes in Semester 2, and 4 alternates.

7. You will be ready to submit your course requests when you have 8 courses listed for Semester 1, 8 courses for Semester 2, and 3 Alternates. You will not be able to submit your course requests until this is completed.



8. The submit button at the bottom of the screen should now be filled in with black lettering. Click "submit." You should then see "SUBMITTED" in red lettering in the top right corner of the screen. You may now exit out of the software program.



## **Frequently Asked Questions:**

## Q: Why I can't find the class I'm looking for?

A: 1.The class is probably hiding out in another category. Make sure to check all applicable categories. 2. You have possibly taken the course before and must select another option. 3. You are not in the appropriate grade level for the course. 4. The course is an audition course, and you must select another course until your teacher submits the roster of approved students.

#### Q: Why can't I submit my requests?

A: You have entered either too few, or too many courses. Semester 1 and Semester 2 must each total 8 courses, and the Alternates must total 3. Only then will the submit button appear.