

SKYWARD COURSE REQUEST REFERENCE GUIDE

IMPORTANT: This process works in Skyward "Student Access" only

1. Login to **The Portal** using your student ID and password.
2. Once in Clever, click on the **Skyward** icon. If this is your first time logging in to Skyward, your password is your network login.



3. Click on **Schedule** within the toolbar.
4. Click on **Request Courses for 2022-2023**
5. On the right-hand side, user will see preselected core academic course. These cannot be changed or deleted at this time.
6. If you would like to request a change to your core academic or elective classes, please fill out the Course Change Request form and return to your counselor.