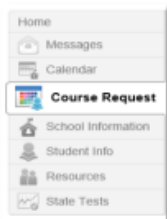




# Online Course Entry Instructions

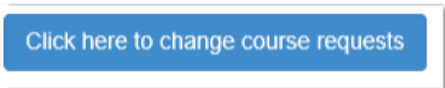
**STEP 1:** Complete your Course Request Form. The courses you choose will be entered within Synergy and your StudentVue Account.

**STEP 2:** Log in to your Synergy/StudentVUE account



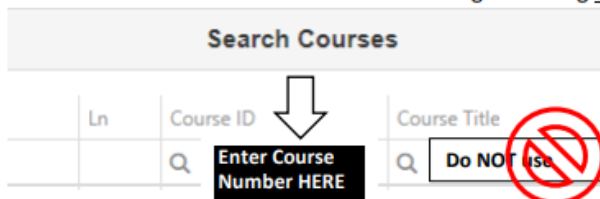
and choose Course Request from the left side of screen

**STEP 3:** To begin selecting courses:



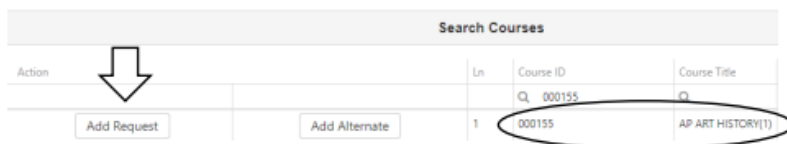
Note: You will see that some grade level core courses have been pre-selected for you .

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



**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.



**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.



**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: February 11 thru March 4 for current PHS student  
March 16 thru 31 for incoming 9<sup>th</sup> grade student

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