

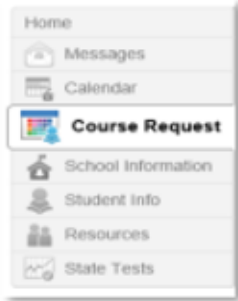


# Online Course Entry Instructions

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

**STEP 2:** Log into your Synergy/StudentVue Account

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

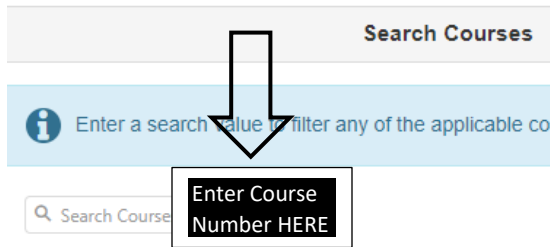


Choose course request from the left side of screen.

[Click here to change course requests](#)

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

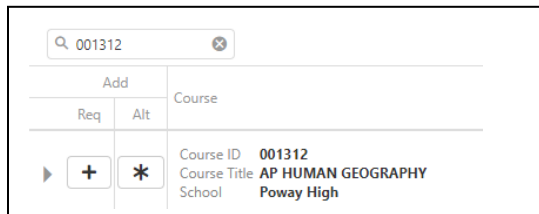
**STEP 4:** Scroll down to SEARCH COURSES. Begin entering course numbers from your CRF



**IMPORTANT:** ONLY SEARCH BY COURSE ID FROM YOUR CRF. 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, click **+** to add request, or **\*** to add 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 3 alternate electives.**

**IMPORTANT:** If you are selecting a three trimester course (orchestra, AP Courses, etc.) 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 courses and 3 alternates, double-check your choices. You are done. Do NOT lock courses.

[Click here to return to course request summary](#)

**TIP:** If you want an off-roll in any trimester, be sure to request it as one of your 15 selections. We cannot rearrange your schedule later to accommodate off-roll.

DEADLINE: February 11 thru February 27 for current PHS students  
March 15 thru 31 for Incoming 9<sup>th</sup> grade students

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