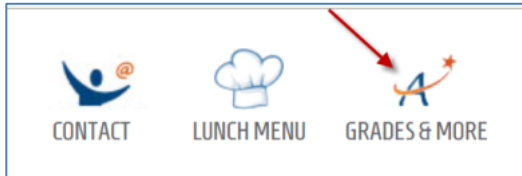


# Course Request Entry in HAC (Home Access Center)

(from page 17 of catalog)

- From the district webpage, click on **Grades & More**.



- Then click on the **Info** button to launch Home Access Center.

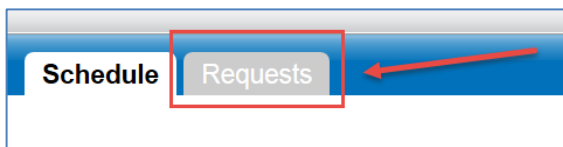


- Login** with your student ID and password.

- Click on **Classes**.



- Click on **Requests**.



- Pick the **Department** you need and select your regular **Requests**.

Request	DESCRIPTION	COURSE
<input checked="" type="checkbox"/>	Accounting I	CTE201
<input type="checkbox"/>	<input checked="" type="checkbox"/> Accounting II	CTE205
<input checked="" type="checkbox"/>	Adv Marketing	CTE261
<input checked="" type="checkbox"/>	AP Macroeconomics	491CTE
<input checked="" type="checkbox"/>	AP Microeconomics	CTE493
<input type="checkbox"/>	AP Studio Art	391CTE

- For **Alternates**, use the request checkboxes and then on the far right select **Alternate to Any Course** or **Alternate to This Course**.

- Please use “Alternate to This Course” **ONLY** for English, Social Studies, Math, Science, and World Languages courses.
- Use “Alternate to Any Course” for all others (CTE, Fine Arts, PE, Electives).

- Make sure you have enough request and alternate **credits**. For a full 6-period school day, you should have **6.0 credits** of requests. We strongly recommend **at least 2.0–3.0 credits** of alternates.

- HAC will **open** at **2:00 p.m.** on **Tuesday, February 28.**
- HAC will **close** at **11:59 p.m.** on **Sunday, March 26.**

Technical difficulties with HAC? Email [dwilliamson@everettsd.org](mailto:dwilliamson@everettsd.org)