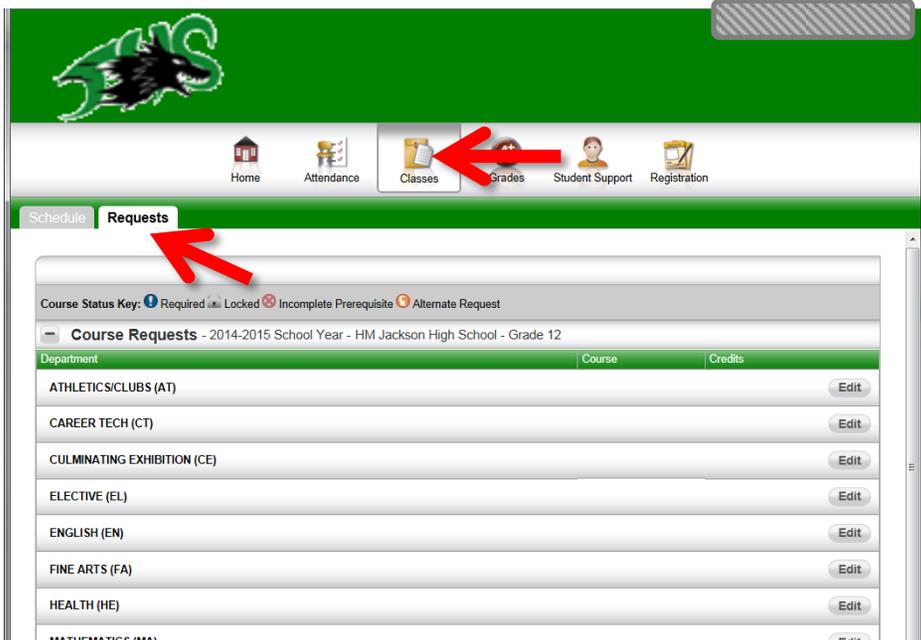


# Student Instructions: Selecting Courses for Next School Year in HAC (Home Access Center)

Begin by getting into **LMS** (at either the JHS or Everett Public Schools homepage, click the Grades & More icon), then click the **Info** button to get the login screen.

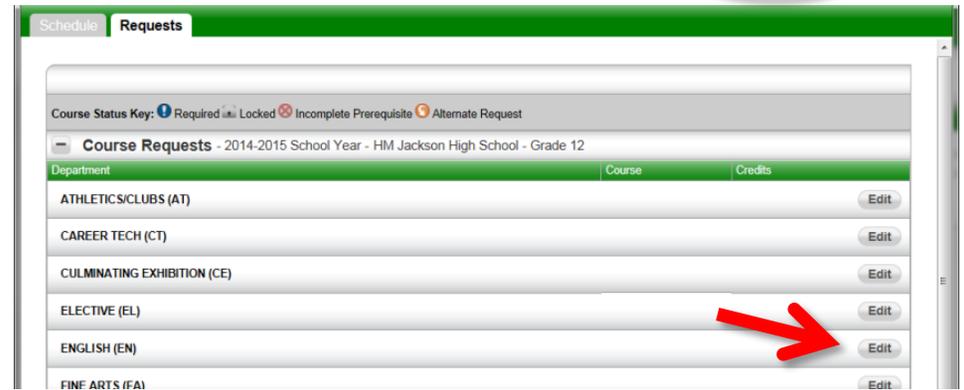


Once you're in, click on **Classes** and then click the **Requests** tab.

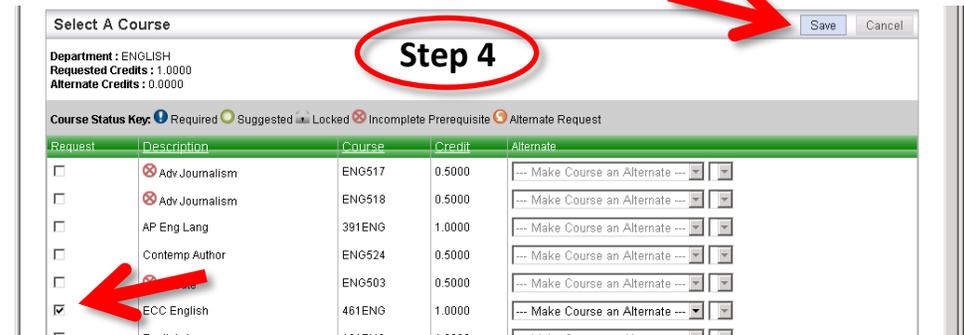


Click the **Edit** button to open a category of courses.

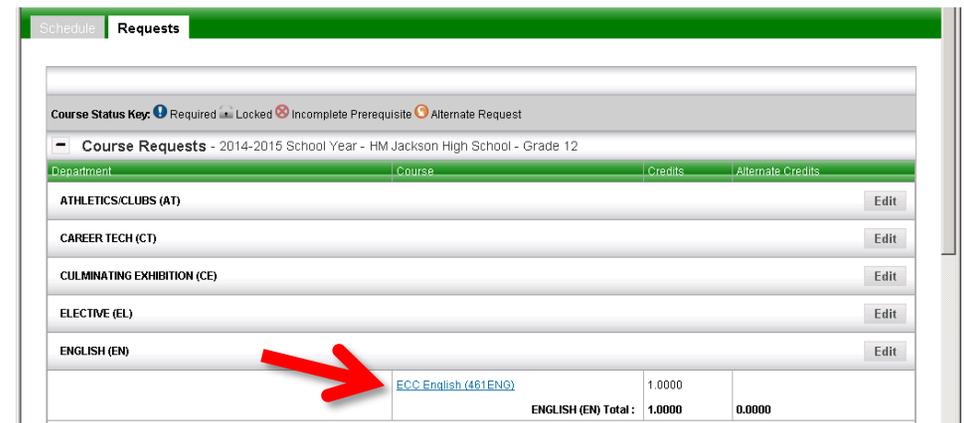
**Step 3**



In the **Select A Course** screen, click in the checkbox next to a course that you want. When you finish selecting courses in this category, click the **Save** button.



After you save, you'll be back at the main Requests screen, and you can see what you selected in that category.



To pick your **Alternates**, in the **Select A Course** screen, first click in the checkbox next to the course that you want. Then, click the ▼ button for that course in the **Alternate** column. Click **Save** to finish.

NOTE: Use the **Alternate to this Course** option **only** for English, Social Studies, Math, Science, and World Languages courses. Use the **Alternate to Any Course** option for all of your other alternates.

**Select A Course**

Department: CAREER TECH  
Requested Credits: 0.5000  
Alternate Credits: 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Accounting I	CTE201	0.5000	--- Make Course an Alternate --- --- Make Course an Alternate --- <b>Alternate to Any Course</b> Alternate to this Course: --- make Course an Alternate ---
<input type="checkbox"/>	Accounting II	CTE206	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Adv Marketing	CTE261	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Computer Sci	337CTE	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Macroeconomics	491CTE	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Microeconomics	CTE493	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Studio Art	384CTE	1.0000	--- Make Course an Alternate ---

After you save, you'll be back at the main Requests screen, and you can see your Alternate listed with the **Alternate Request** symbol.

**Requests**

Course Status Key: Required Locked Incomplete Prerequisite **Alternate Request**

Course Requests - 2014-2015 School Year - HM Jackson High School - Grade 12

Department	Course	Credits	Alternate Credits
ATHLETICS/CLUBS (AT)			
CAREER TECH (CT)	Accounting I (CTE201)	0.5000	0.5000
CAREER TECH (CT) Total:		0.0000	0.5000
CULMINATING EXHIBITION (CE)			

FYI: When you first login, if you see requests already listed, it's because you picked those classes in a prior year when you were working on your Career Plan. Regardless of how they got there, you are not obligated to keep those choices—you may change anything that's already listed.

You don't have to complete your next-year requests in one sitting.

- The HAC system will **open** at 2:30 p.m. on Monday, February 24.
- The HAC system will **close** at 2:30 p.m. on Thursday, March 20.

Finally, sometime before we close HAC, review all your selections. Below is an **example** of a completed set of requests (including alternates).

**Requests**

<b>CAREER TECH (CT)</b>			
	Nutrition I (CTE115)	0.5000	
	Child Dev (CTE125)	0.5000	
	Accounting I (CTE201)	0.5000	
	Economics (CTE215)	0.5000	
	Comp Sci Principles (CTE327)	0.5000	
CAREER TECH (CT) Total:		0.5000	2.0000
<b>CULMINATING EXHIBITION (CE)</b>			
	Senior Seminar (GRD411)	0.5000	
CULMINATING EXHIBITION (CE) Total:		0.5000	0.0000
<b>ELECTIVE (EL)</b>			
<b>ENGLISH (EN)</b>			
	ECC English (481ENG)	1.0000	
ENGLISH (EN) Total:		1.0000	0.0000
<b>FINE ARTS (FA)</b>			
	Ben Stain Glass (FAA191)	0.5000	
FINE ARTS (FA) Total:		0.5000	0.0000
<b>HEALTH (HE)</b>			
<b>MATHEMATICS (MA)</b>			
	Alg II Trig (301MTH)	1.0000	
MATHEMATICS (MA) Total:		1.0000	0.0000
<b>PHYSICAL EDUCATION (PE)</b>			
	Walking (PE0201)	0.5000	
PHYSICAL EDUCATION (PE) Total:		0.0000	0.5000
<b>SCIENCE (SC)</b>			
	Biotechnology (405sci)	1.0000	
SCIENCE (SC) Total:		1.0000	0.0000
<b>SOCIAL STUDIES (SO)</b>			
	Government (SOC501)	0.5000	
SOCIAL STUDIES (SO) Total:		0.5000	0.0000
<b>WORLD LANGUAGE (WL)</b>			
	Spanish 1 (331WLA)	1.0000	
WORLD LANGUAGE (WL) Total:		1.0000	0.0000
<b>No Department</b>			
Total:		6.0000	2.5000

At the bottom of your Requests screen you will see the **total number of credits** for your requests and your alternates. **Make sure you have enough.** For a full school day at JHS, you should have **6.0 credits of requests** (you may have more than 6.0 if you request any zero-period courses).

**Questions? Begin by asking questions during your 5th Period Advisory Session with your counselor. 😊**