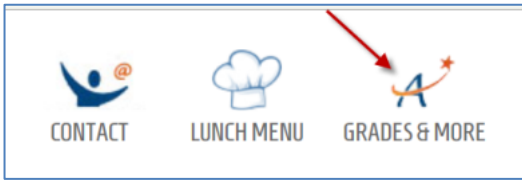


Course Request Entry in HAC (Home Access Center)

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

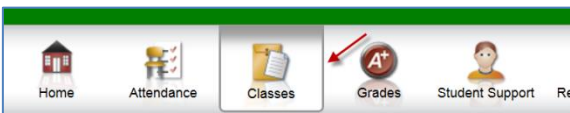


- Then click on the **Info** button to launch Home Access Center.

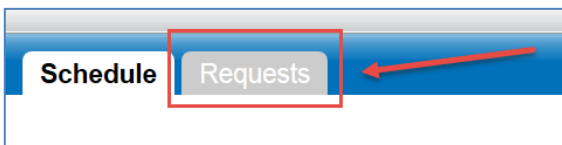


- Login** with your student ID and password.

- 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"/>	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**.

- 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.

Total :	6.0000	3.0000
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- HAC will open at **2:00 p.m.** on **Tuesday, February 24**.
- HAC will close at **2:30 p.m.** on **Friday, March 20**.