Course Request Entry in HAC (Home Access Center)

- 1. From the district webpage, click on Grades & More. **GRADES & MORE** CONTACT LUNCH MENU 2. Then click on the **Info** button to launch Home Access Center. 3. Login with your student ID and password. Login Click here for the Everett Public Schools home page. Please enter your account information for Home Access Center. User Name: Password: Login 4. Click on Classes. A⁺ **æ**: Student Support Home Classe Grades Attendance 5. Click on Requests. Schedule Total:
 - 6. Pick the <u>Department</u> you need and select your regular **Requests**.

Select A Course

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	Department :	CAREER TECH
	Requested Credits :	2.5000
	Alternate Credits :	0.0000

Course Status Key : 🕔 Required 🔘 Suggested 🖬 Locked 🕺 Incomplete

Request	DESCRIPTION	COURSE
	Accounting I	CTE201
	S Accounting II	CTE205
	Adv Marketing	CTE261
	AP Macroeconomics	491CTE
	AP Microeconomics	CTE493
	AP Studio Art	391CTE

 For <u>Alternates</u>, use the request checkboxes and then on the far right select <u>Alternate to</u> Any Course or Alternate to This Course.

Make Course an Alternate	💌 💌
Make Course an Alternate Alternate to Any Course	
Alternate to this Course:	

- Use Alternate to This Course <u>ONLY</u> 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 <u>at least</u> 2.0–3.0 credits of alternates.

6.0000

3.0000

- HAC will open at 2:00 p.m. on Tuesday, February 24.
- HAC will <u>close</u> at 2:30 p.m. on Friday, <u>March 20</u>.