

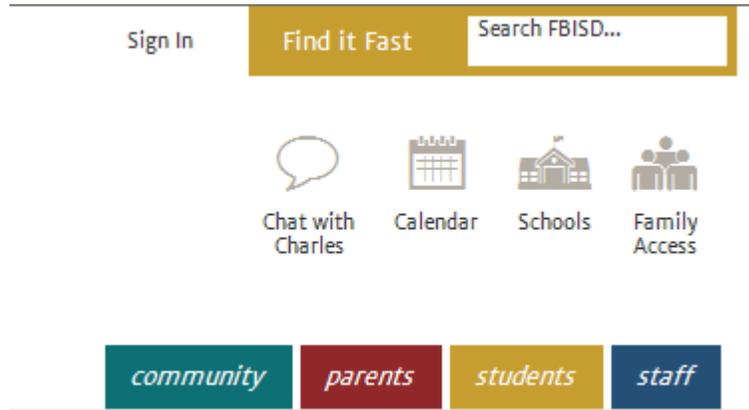
Fort Bend Independent School District
Family Access Course Request Guide 2017-2018 Middle School

Students will pick their course requests for the 2017-2018 school year online with **Family Access**.

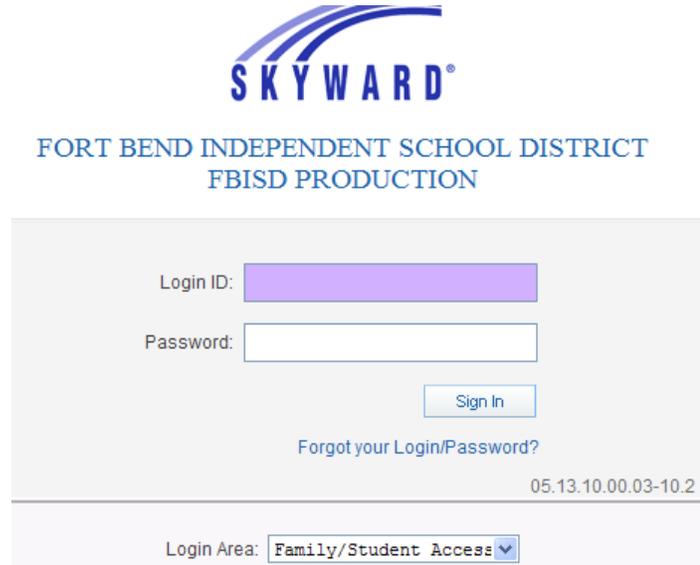
Begin by going to the FBISD **Family Access** website at:

<http://www.fortbendisd.com/family-access>

Scroll down and click on the **Login to Family Access** on the right side of the screen.

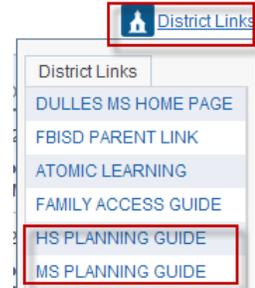


When the login screen opens, the students will type in their login and password, and click on the **Login** button. You will use your **student network login and password that you use at school**.



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When students log into student access, helpful district links are located on the top right. The High School and Middle School planning guides are available online if you have a question about a course.



The link for Course Requests for the 2017-2018 school year is found in the frame on the left under **Schedules**. Click the **Schedules** link to input your course requests from your paper worksheet.

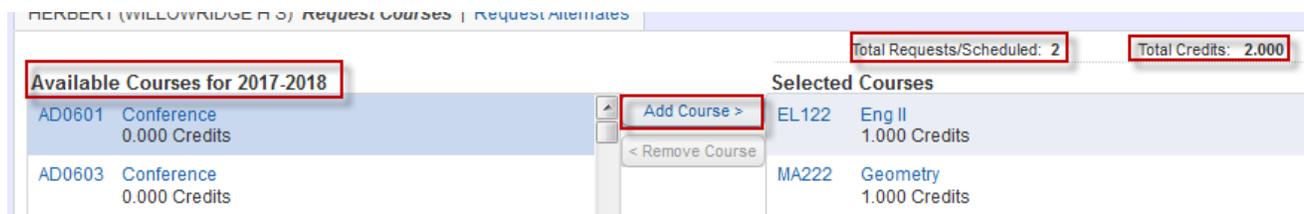


Click on the link **Request Courses for xxxx-xxxx (future school year) in your next year school** to start the process.

Course Requests **now open**

Request Courses for 2017-2018 in 1

The **Available Courses** list is in alphabetical order on the left. Scroll down the list and highlight a course to request. After highlighting the course, click **Add Course**. The requested course then moves to the Requested Course column on the right hand side of the screen. Middle School students will need to review the **Total Requests/Scheduled** field to determine the number of courses selected. Your school will give you the appropriate number of courses to select.



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If you are having difficulty locating a course from the list, there is a search filter at the bottom left of the screen. To locate a course, you can enter a portion or all of the course **description**. Click the **Search** button. You do need to clear the field after use to display the entire list of courses again.

To view particulars of a course, click once course name and a detail box will display.

Class Info ✕ on

ELA 18

██████████	Dept: Language Arts
Alphakey: EL8211	
Course Length: YEAR	Credits: 0.000

Add Alternate Course Requests in the same manner through the **Request Alternates** link at the top left of the screen. Select alternates as directed by your school. List them in the order of your preference by setting the priority (#1 being the highest). Note: you can click on the arrows and move it up and down in priority or select **Remove Course** to remove.

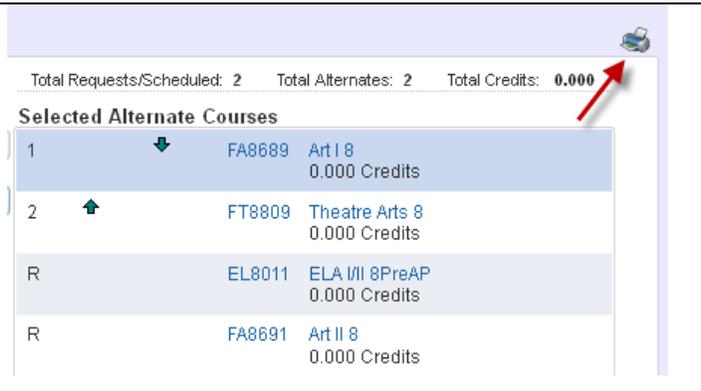
Verify your selected **course requests (R)** and the **alternate course requests (numbers in the priority column)**.

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When the selection process is completed, you may print a copy of your selections by clicking on the **Printer Icon**.

(Be sure to be on the **Request Alternate Courses Screen to see requests and alternate requests.**)

Click the **X** and then the **Logout** button when finished.



The screenshot shows a web interface with a header bar containing the following information: Total Requests/Scheduled: 2, Total Alternates: 2, Total Credits: 0.000. Below this is a section titled "Selected Alternate Courses" which contains a table with four rows. The first two rows are numbered 1 and 2, and the last two are labeled with 'R'. A red arrow points to a printer icon in the top right corner of the interface.

Selected Alternate Courses		
1	FA8689	Art I 8 0.000 Credits
2	FT8809	Theatre Arts 8 0.000 Credits
R	EL8011	ELA III 8PreAP 0.000 Credits
R	FA8691	Art II 8 0.000 Credits