

Fort Bend Independent School District

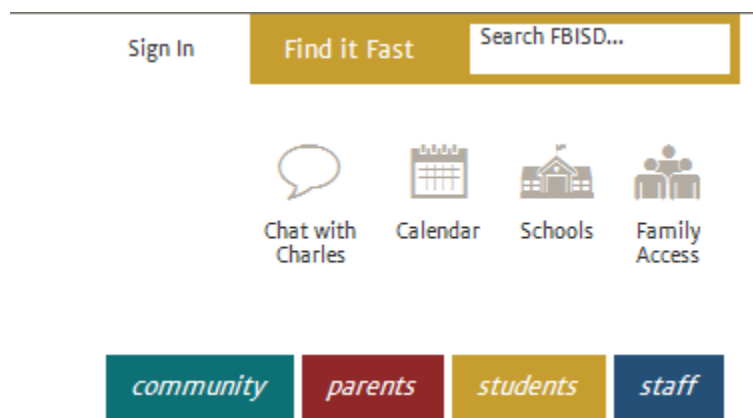
Family Access Course Request Guide 2017-2018 High School

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

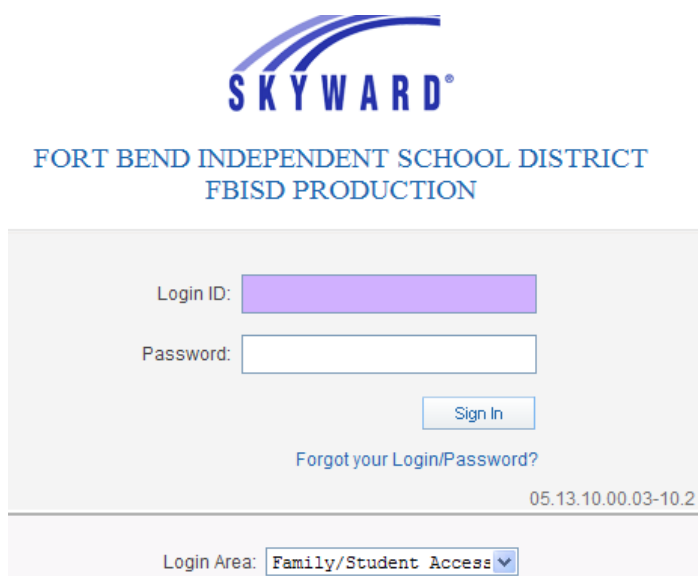
Begin by going to the FBISD **Family Access** website at:

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

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



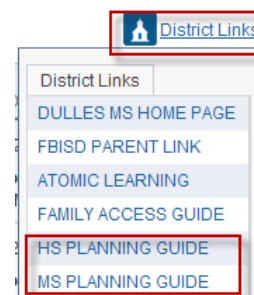
When the login screen opens, the students will type in their login and password, and click on the **Login** button. You will use your **student network login and password that you use at school**.



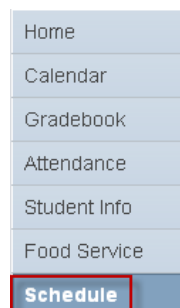
Fort Bend Independent School District

Family Access Course Request Guide 2017-2018 High School

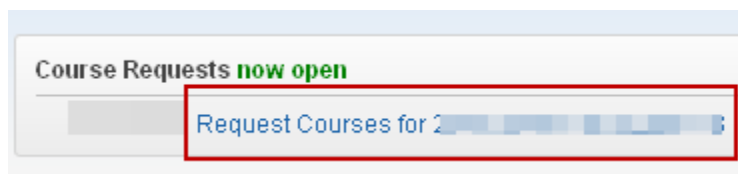
When students log into student access, helpful district links are located on the top right. The High School and Middle School planning guides are available online if you have a question about a course.



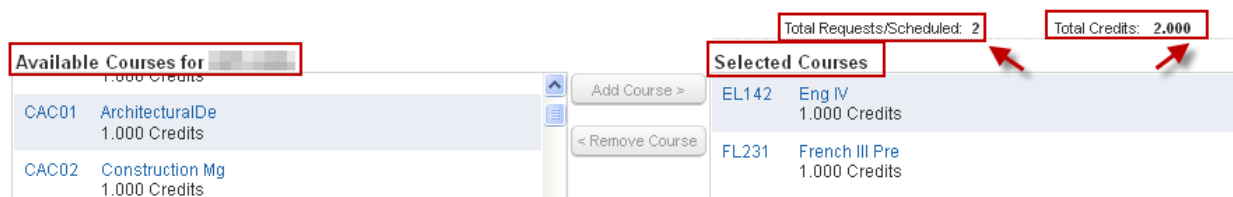
The link for Course Requests for the 2017-2018 school year is found in the frame on the left under **Schedules**. Click the **Schedules** link to input your course requests from your paper worksheet.



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



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 **Request Selected Course**. The requested course then moves to the Requested Course column on the right hand side of the screen. High School students and Middle School students transitioning into high school for the next school year will need to review the **Total Credits** field to determine the number of courses selected. Your school will give you the appropriate number of courses to select.



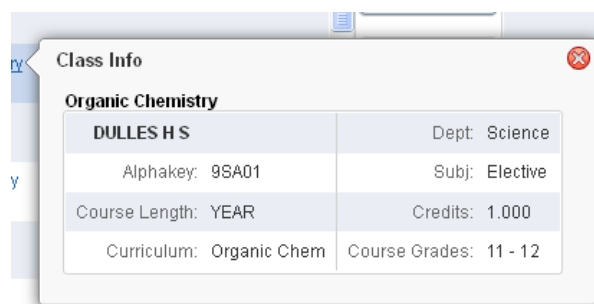
Fort Bend Independent School District

Family Access Course Request Guide 2017-2018 High School

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.

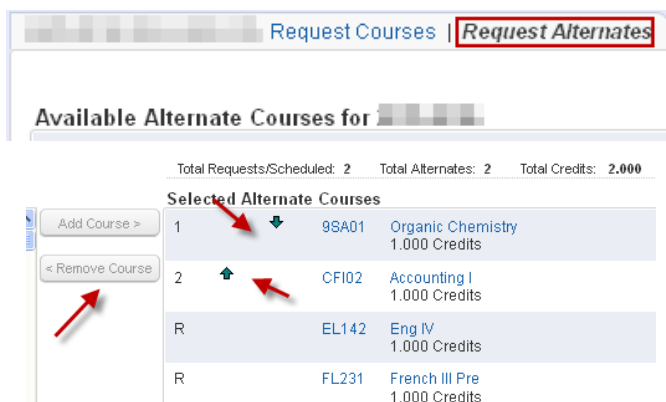


To view particulars of a course, click once on course name and a detail box will display.



Organic Chemistry	
DULLES HS	Dept: Science
AlphaKey: 9SA01	Subj: Elective
Course Length: YEAR	Credits: 1.000
Curriculum: Organic Chem	Course Grades: 11 - 12

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 remove it.



Request Courses | **Request Alternates**

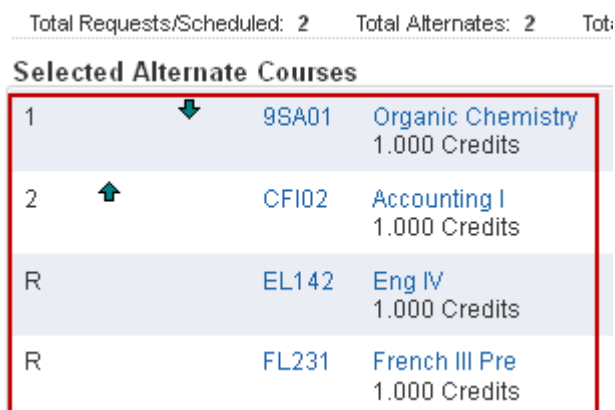
Available Alternate Courses for [School Name]

Total Requests/Scheduled: 2 Total Alternates: 2 Total Credits: 2.000

Selected Alternate Courses

1	9SA01	Organic Chemistry 1.000 Credits
2	CFI02	Accounting I 1.000 Credits
R	EL142	Eng IV 1.000 Credits
R	FL231	French III Pre 1.000 Credits

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



Total Requests/Scheduled: 2 Total Alternates: 2 Tot:

Selected Alternate Courses

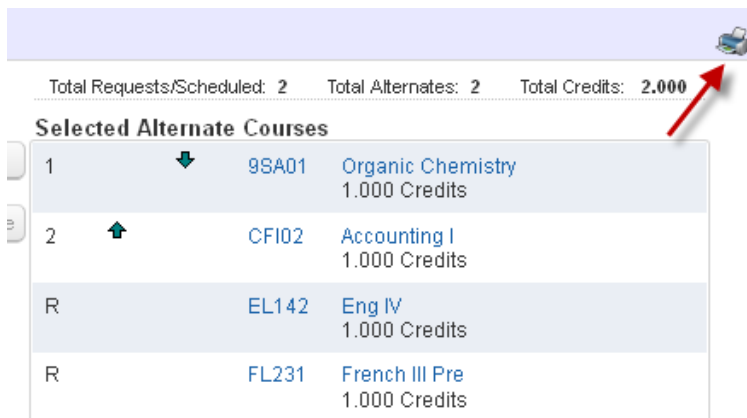
1	9SA01	Organic Chemistry 1.000 Credits
2	CFI02	Accounting I 1.000 Credits
R	EL142	Eng IV 1.000 Credits
R	FL231	French III Pre 1.000 Credits

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

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.**)

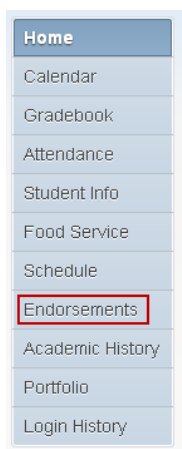
Click the **X** and then the **Logout** button when finished.



Total Requests/Scheduled: 2 Total Alternates: 2 Total Credits: 2.000		
Selected Alternate Courses		
1	9SA01	Organic Chemistry 1.000 Credits
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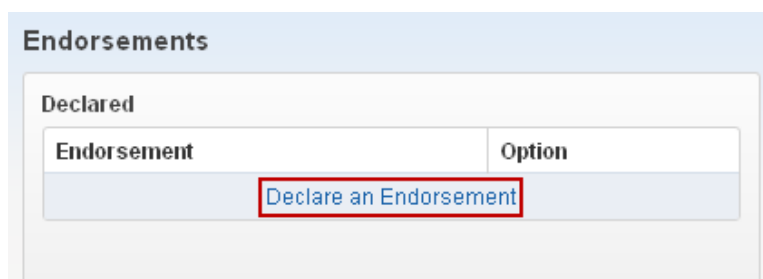
Endorsements: Selecting and Signing Endorsements (Current 8th and 9th Graders)

After logging in to Skyward, the student will select **Endorsements** from the menu.



- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Endorsements**
- Academic History
- Portfolio
- Login History

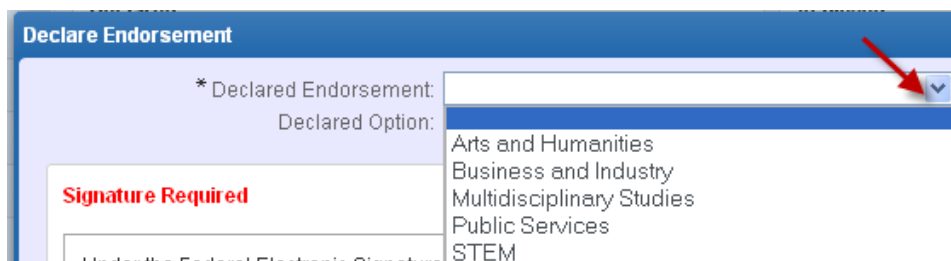
Under **Endorsements**, the student will select **Declare an Endorsement**.



Endorsements	
Declared	
Endorsement	Option
Declare an Endorsement	

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

The student will then choose an **Endorsement** from the drop down menu.



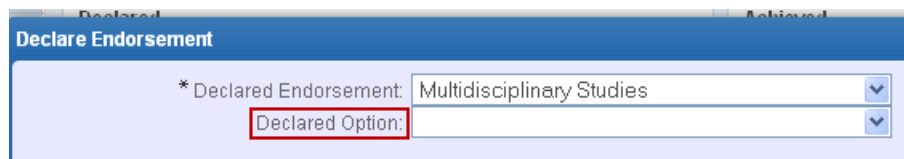
Declare Endorsement

* Declared Endorsement: [dropdown menu]
Declared Option: [dropdown menu]

Signature Required

Under the Federal Electronic Signature...

The student will not select a **Declared Option** from the drop down menu.



Declare Endorsement

* Declared Endorsement: Multidisciplinary Studies
Declared Option: [empty dropdown menu]

After the Endorsement is selected, students must read the message in the box under **Signature Required**.

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

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

The student will sign the **Endorsement** by checking the box beside **I Agree**. The student's name and the date signed will then be displayed, the student will then click on **Save**.

Declare Endorsement

* Declared Endorsement: Multidisciplinary Studies
Declared Option:

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

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* I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

Signed By: [Name] ☒ I Agree Date Signed: 01/29/2015 8:57 AM

(*) Indicates a required field.

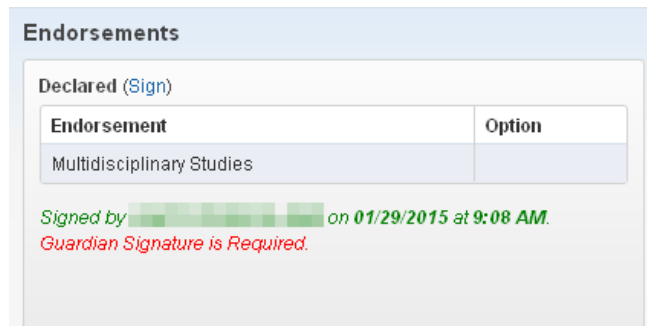
Save

On the Endorsement page under the selected information will be the message **Guardian Signature is Required**. Parents must sign the **Endorsement** page through **Family Access**.

Home
New Student Online Enrollment
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Endorsements

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

When the student has made an Endorsement selection and signed it electronically, the parent will see the student's choice and the electronic signature.



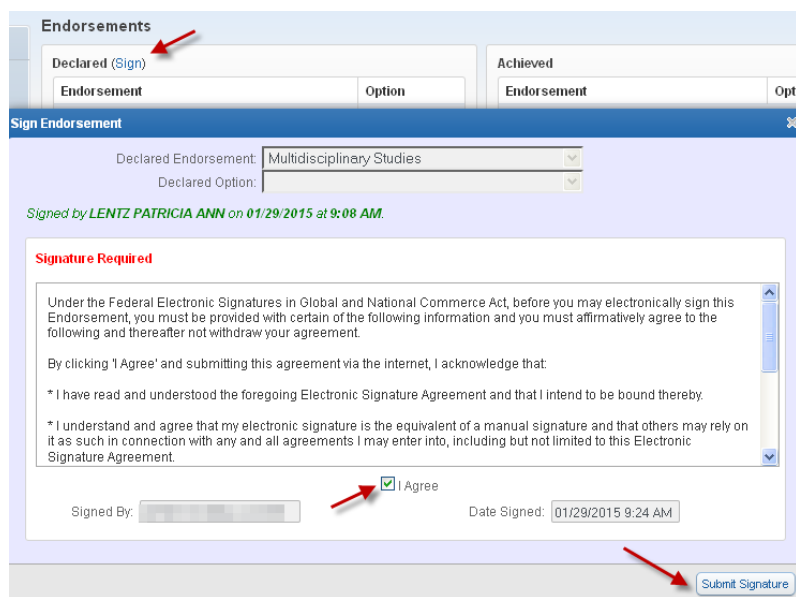
Endorsements

Declared (Sign)

Endorsement	Option
Multidisciplinary Studies	

Signed by [redacted] on 01/29/2015 at 9:08 AM.
Guardian Signature is Required.

By clicking on the word **(Sign)**, the parent will be able to add an electronic signature by checking the box **I Agree**. The parent's name and the date signed will display and a **Submit Signature** button will appear.



Endorsements

Declared (Sign)

Endorsement	Option
Multidisciplinary Studies	

Sign Endorsement

Declared Endorsement: Multidisciplinary Studies
Declared Option: Option 1

Signed by LENTZ PATRICIA ANN on 01/29/2015 at 9:08 AM.

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

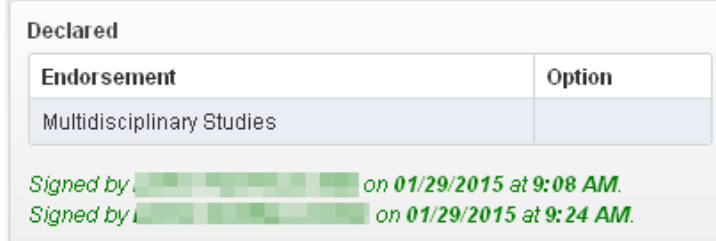
By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

Signed By: [redacted] ☒ I Agree Date Signed: 01/29/2015 9:24 AM

Submit Signature

After the parent submits the signature, that information will be displayed under the student signature information.



Declared

Endorsement	Option
Multidisciplinary Studies	

Signed by [redacted] on 01/29/2015 at 9:08 AM.
Signed by [redacted] on 01/29/2015 at 9:24 AM.

NOTE: Parents are not able to change the Endorsement after the student has made the selection. Changes must be made through the Counselor.