

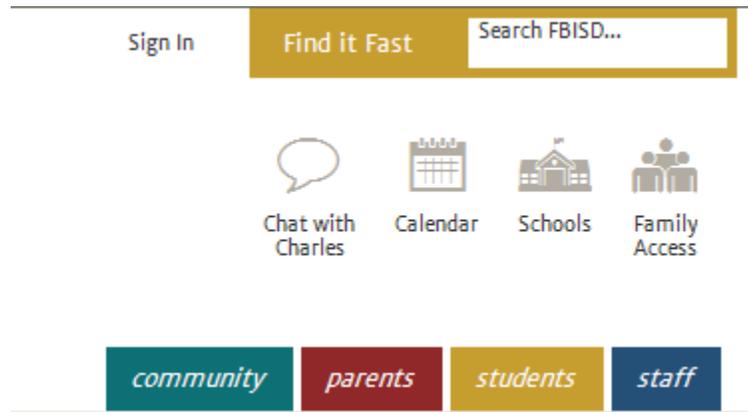
Fort Bend Independent School District
Family Access Course Request Guide 2016-2017 High School

Students will pick their course requests for the 2016-2017 school year online with **Family Access**.

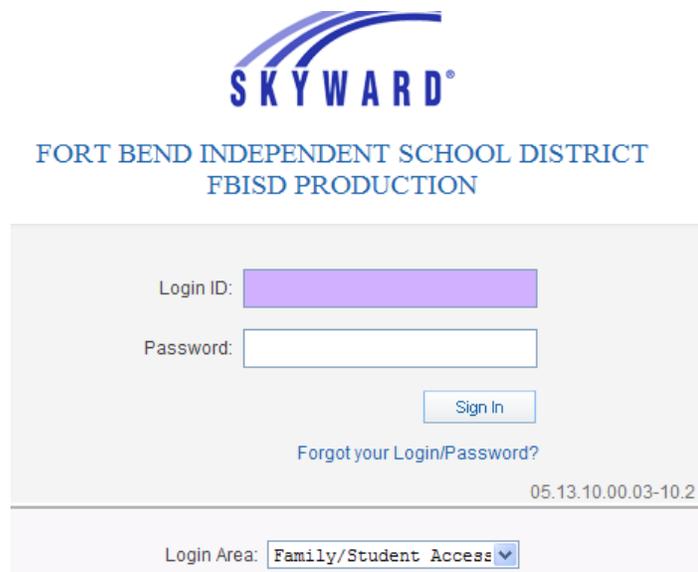
Begin by going to the FBISD **Family Access** website at:

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

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

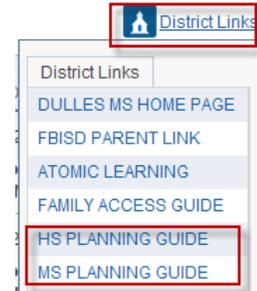


When the login screen opens, the students will type in their login and password, and click on the **Login** button. You will use your **student network login and password that you use at school**.



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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.



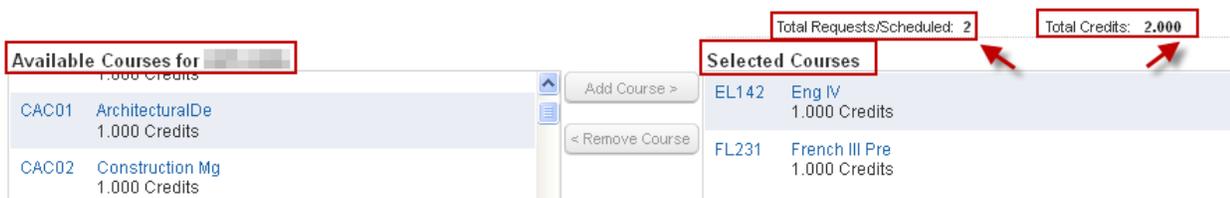
The link for Course Requests for the 2016-2017 school year is found in the frame on the left under **Schedules**. Click the **Schedules** link to input your course requests from your paper worksheet.



Click on the link **Request Courses for 2016-2017 (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.



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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 on course name and a detail box will display.

| Organic Chemistry | |
|--------------------------|------------------------|
| DULLES H S | 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 [redacted]

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

| Priority | Course ID | Course Name | Credits |
|----------|-----------|-------------------|---------------|
| 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

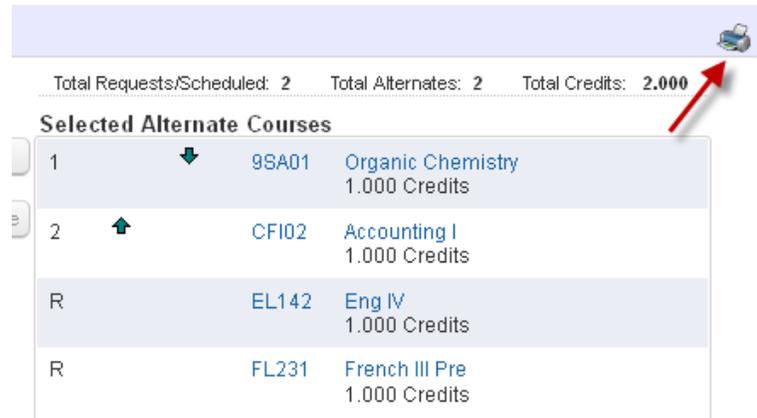
| | | | |
|---|-------|-------------------|---------------|
| 1 | 9SA01 | Organic Chemistry | 1.000 Credits |
| 2 | CFI02 | Accounting I | 1.000 Credits |
| R | EL142 | Eng IV | 1.000 Credits |
| R | FL231 | French III Pre | 1.000 Credits |

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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.



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 |

Endorsements: Selecting and Signing Endorsements

- ALL 8th grade students are **required** to select an endorsement.
- 9th and 10th grade students will complete this step only if they wish to change the endorsement selected last year.
- Endorsements do not apply to 11th grade students.

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

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

| Endorsement | Option |
|--|--------|
| Declare an Endorsement | |

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

* Declared Endorsement:

Declared Option:

Signature Required

Under the Federal Electronic Signature

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

* Declared Endorsement:

Declared Option:

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.

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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:

Declared Option:

Signature Required

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Signed By:

I Agree

Date Signed:

(*) Indicates a required field.

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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 |

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.

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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) | Achieved |
|---------------------------|-------------|
| Endorsement | Endorsement |
| Option | Opti |
| Multidisciplinary Studies | |

Sign Endorsement

Declared Endorsement: Multidisciplinary Studies
Declared Option:

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: 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

| 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.