

Fort Bend Independent School District Family Access Course Request Guide 2012-2013

Students will pick their course requests for the 2012-2013 school year online with Family Access.

Begin by going to the FBISD Family Access website at:

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

Scroll down and click on the Skyward Family (Student) Access blue box on the right side of the screen.



These are the screen resolutions and supported web browsers for Skyward Family Access.

Screen Resolution
Family Access is best viewed at a minimum screen resolution of 1024 x 768.

Supported Web Browsers

Macintosh® 8.1-9.X:

Internet Explorer® 5.1.7

Macintosh® 10.3 or higher:

Safari® 1.2

Firefox 1.5+

Windows® 98/98SE/ME/2000/XP:

Internet Explorer® 5.5+

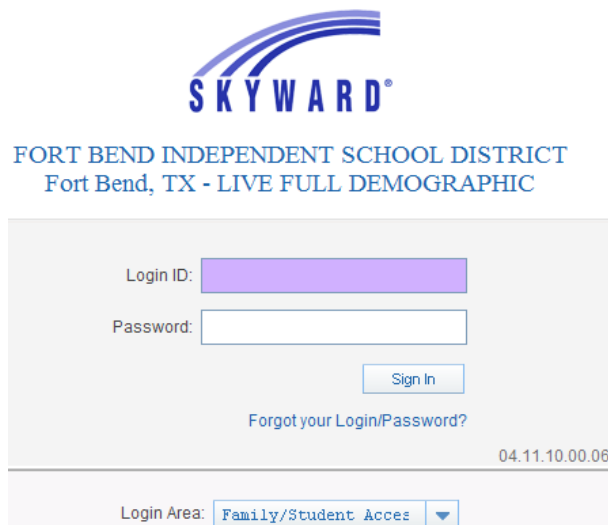
Firefox 1.5+

Beta versions of Web Browsers are not supported.

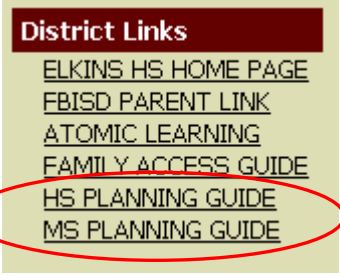

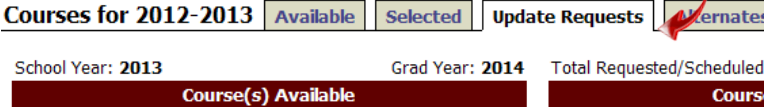
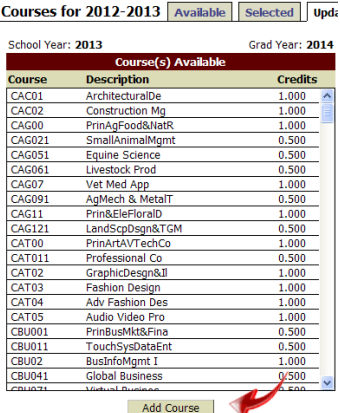
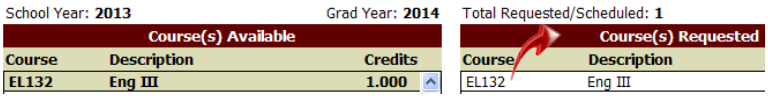
Macintosh®, Safari® - trademark owned by Apple Computer, Inc.

Windows®, Internet Explorer® - trademark owned by Microsoft Corporation

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



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<p>When students log into student access, helpful district links are located on the frame on the left. The course selection planning guides are available online if you have a question about a course.</p>	
<p>The link for Course Requests for the 2012-13 school year is found in the frame on the left. Click the link to input your course requests from your paper worksheet.</p>	
<p>Click on the Update Requests tab to start the process.</p>	
<p>The Courses Available list is in course number order. Scroll down the list and highlight a course to request. Click Add Course.</p>	
<p>After you add a course, the course moves into the Course Requested column. Complete your course selection. Note: Number of credits should be at least 7.</p>	

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If you are having difficulty locating a course from the list, there is a search filter at the bottom of the Update Requests tab. To locate a course you can key in the course number from your course selection sheet or type part or all of the description. Click the **Search** button. You do need to clear the **Course Key/Desc** field after use to display the entire list of courses again.

[Add Course](#)

Search Filter

To search for a specific course, either enter the Course Key or Course Description and press Enter or click Search.

Course Key/Desc: [Search](#)

Add Alternate Course Requests in the same manner through the **Alternates** tab. Select 6 alternates. List them in the order of your preference by setting the priority (#1 being the highest). Note: you can highlight the alternate course request and move it up and down in priority.

Courses for 2012-2013 [Available](#) [Selected](#) [Update Requests](#) [Alternates](#)

School Year: 2013 Grad Year: 2014 Requested/Scheduled: 2 Total Alternates: 1 Credits: 1

Alternate Course(s) Available			Alternate Course(s) Requested		
Course	Description	Credits	Priority	Course	Description
FA121	Drawing II	1.000	1	FA121	Drawing II
FA132	Drawing III	1.000	R	EL132	Eng III
FA223	Painting II	1.000	R	MA242	Pre Cal
FA232	Painting III	1.000			

A maximum of 4 Alternate Courses can be assigned.

Alternate Order: [Move Up](#) [Move Down](#) [Remove Course](#)

[Add Course](#)

After all course requests, including any alternate requests, have been selected, click on the **Selected** tab to view all your selections.

Courses for 2012-2013 [Available](#) [Selected](#) [Update Requests](#)

Type	Course	Description	Subject	Level
Request	EL132	Eng III	English 3A	Yr
Request	MA242	Pre Cal	Higher Math A	Yr

When the selection process is completed, you may print a copy of your selections by clicking on the **Print** button. (Be on the selected tab.)

Click the **Logout** button when finished.

[Account Info](#) [Print](#) [Logout](#)