

Fort Bend Independent School District Family Access Course Request Guide for Current 8th - 11th Grade Students

Current **8th grade students** must select their Endorsement, chose a Career Plan, and complete High School Alternate Course Request (only at selected campuses) for the next school year.

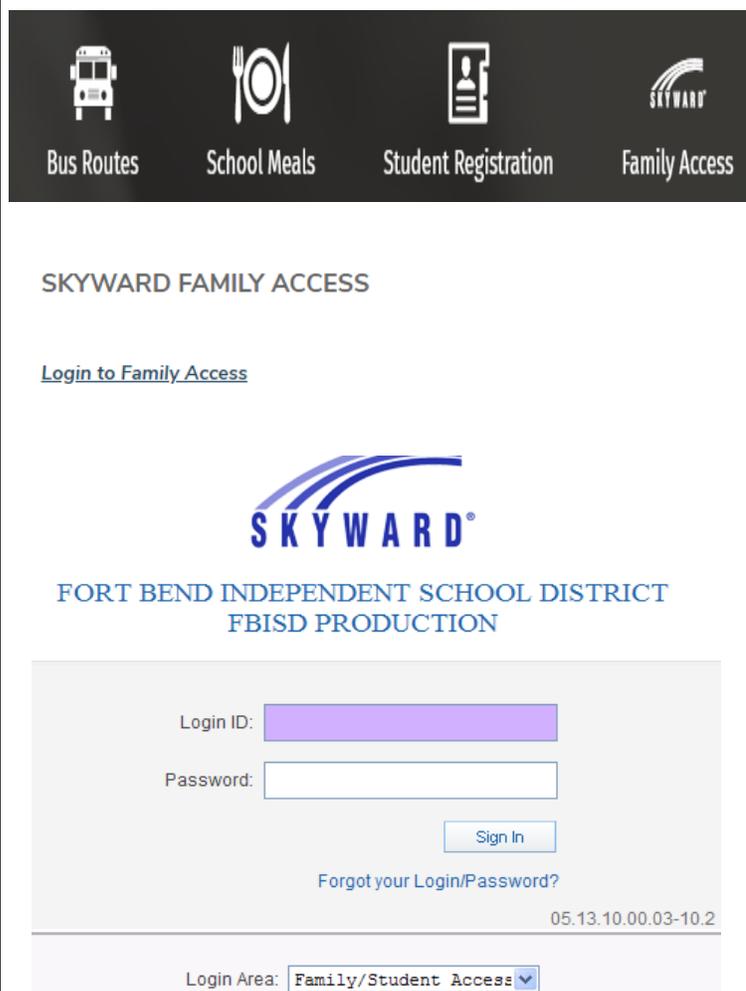
Current **9th - 11th grade students** will edit the courses in their plan and complete High School Alternate Course Request (only at selected campuses) for the next school year.

Students will complete course requests, endorsements, and career plans for the next school year online through **Family Access**.

Begin by clicking Skyward - **Family Access**, located at the bottom of your screen.

Then click on **Login to Family Access**

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



Bus Routes School Meals Student Registration Family Access

SKYWARD FAMILY ACCESS

[Login to Family Access](#)

SKYWARD[®]

FORT BEND INDEPENDENT SCHOOL DISTRICT
FBISD PRODUCTION

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

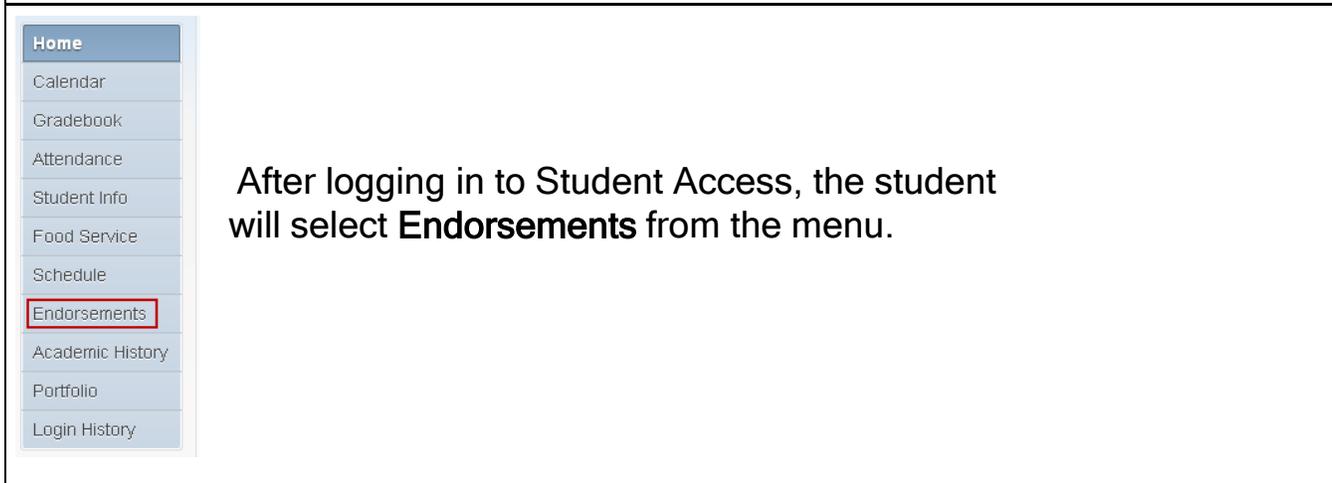
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Login Area: **Family/Student Access** ▼

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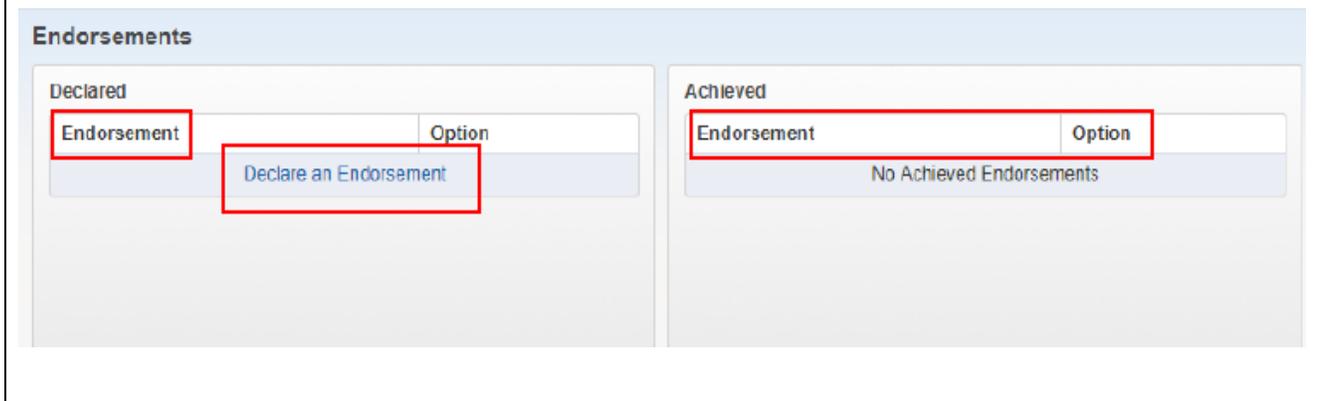
Endorsements: Selecting and Signing Endorsements

Before starting their career plan (4 year plan) students must declare an Endorsement **AND** an Endorsement Option.

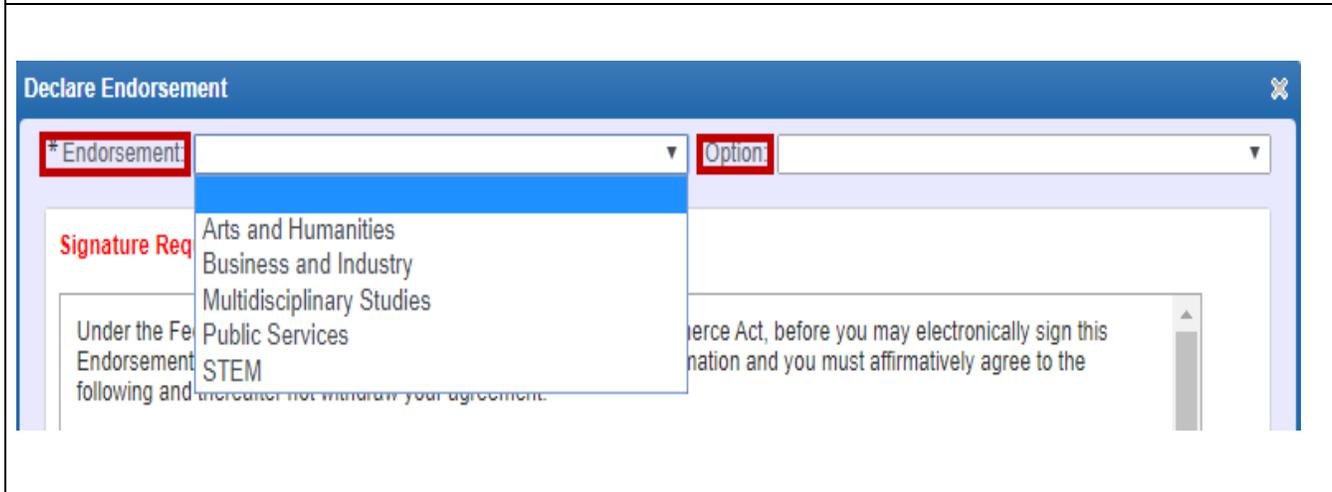


After logging in to Student Access, the student will select **Endorsements** from the menu.

Select Endorsement and Endorsement Option by clicking on **Declare an Endorsement**



The screenshot shows the 'Endorsements' page with two main sections: 'Declared' and 'Achieved'. In the 'Declared' section, there is a table with columns for 'Endorsement' and 'Option', and a 'Declare an Endorsement' button. In the 'Achieved' section, there is a table with columns for 'Endorsement' and 'Option', and the text 'No Achieved Endorsements'.



The screenshot shows the 'Declare Endorsement' dialog box. It features two dropdown menus: '* Endorsement' and 'Option'. The '* Endorsement' dropdown is open, showing a list of options: Arts and Humanities, Business and Industry, Multidisciplinary Studies, Public Services, and STEM. Below the dropdowns, there is a 'Signature Req' section with a text area containing the text: 'Under the Fe... Endorsement... following and...'. To the right of the text area, there is a checkbox and the text: 'erceive Act, before you may electronically sign this nation and you must affirmatively agree to the'.

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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, then click on **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**.

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

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.

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.	

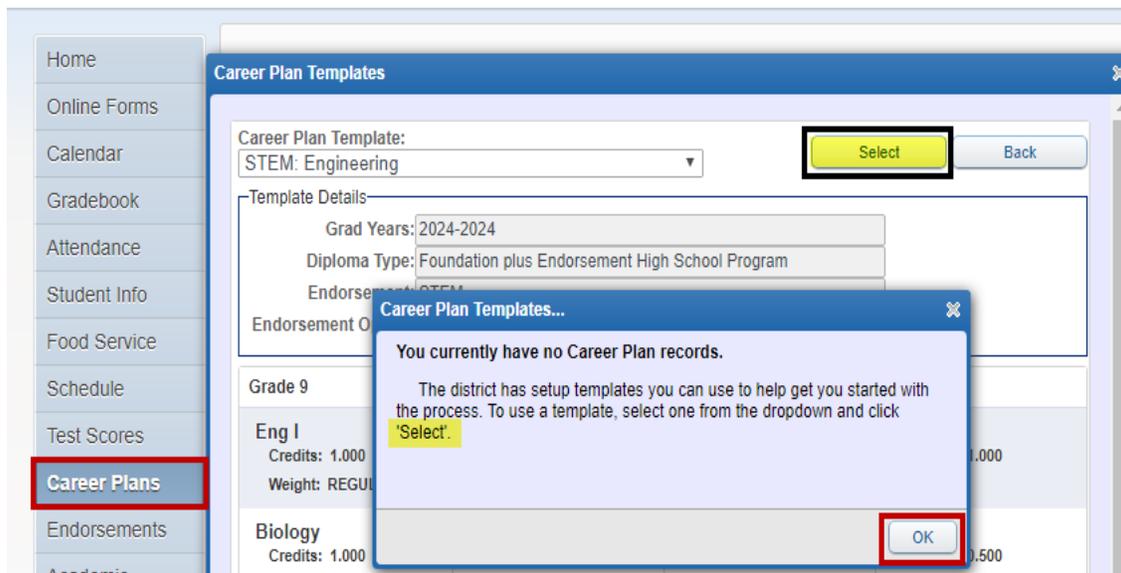
NOTE: Parents are not able to change the Endorsement after the student has made the selection. Changes must be made through the Counselor.

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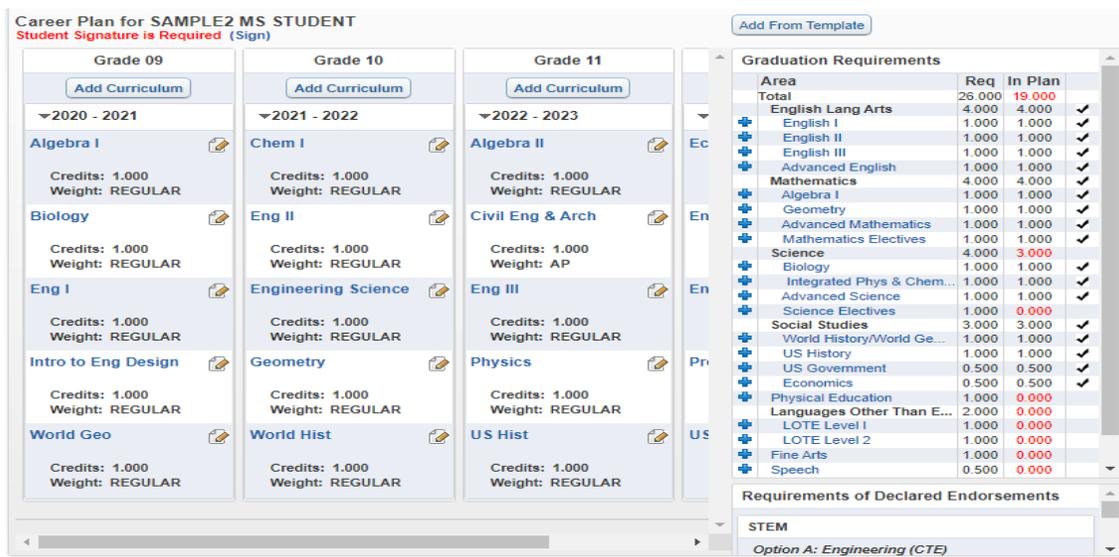
Career Plans: Using Templates to Select Courses

After signing your endorsement, click on **Career Plans**. A pop-up box will appear with instructions on selecting a template. Once, you have read the notification, click "OK".

All templates are directly tied to endorsements and endorsement options. Choose your pathway option from the drop-down menu. Students may refer to the FBISD Universal Course Selection Sheet or High School Course Selection Guide to see all pathway options.



Once the template is selected, courses will automatically populate.

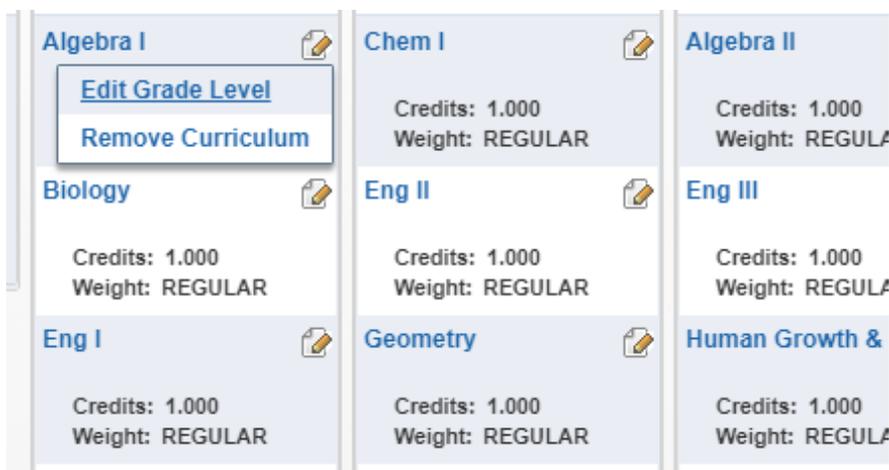


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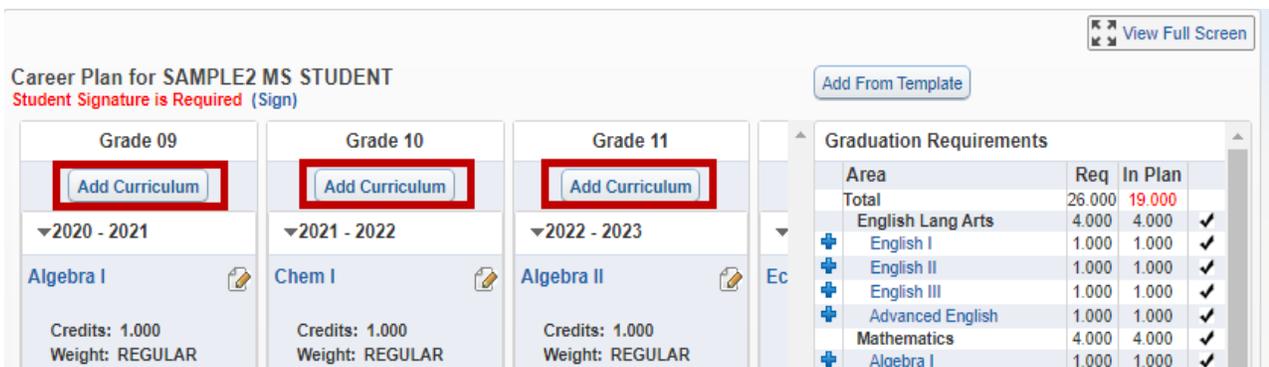
Students may now edit their 4 year plan. The pencil icon on the top right hand corner of each course indicates the course may be edited. Once complete, changes will automatically save.

- Core courses for **English, Math, Science, and Social Studies**, along with the courses required for the selected endorsement option are automatically populated.
- All core courses in the template are “on-level”. Students may edit their courses if they wish to take PreAP or AP courses.
- Students may change the grade level a course is taken.
- **Eighth grade students should pay special attention to editing the courses in their freshman year first.** These courses will become their course requests.
- Students will edit their 4 year plan every year, if time allows, students should edit the courses for grades 10-12.



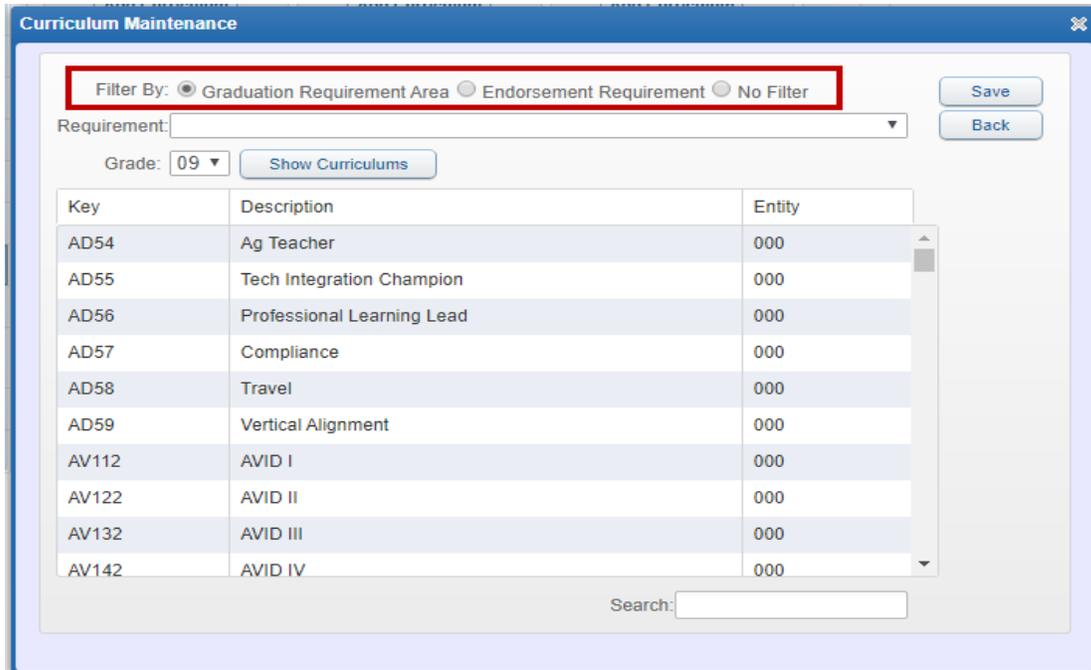
At the top of each grade year column, there is a button to “Add Curriculum”. Students use this button to add additional classes to their career plan.

It is important to note that students may take a **maximum of 7 credits each year.**

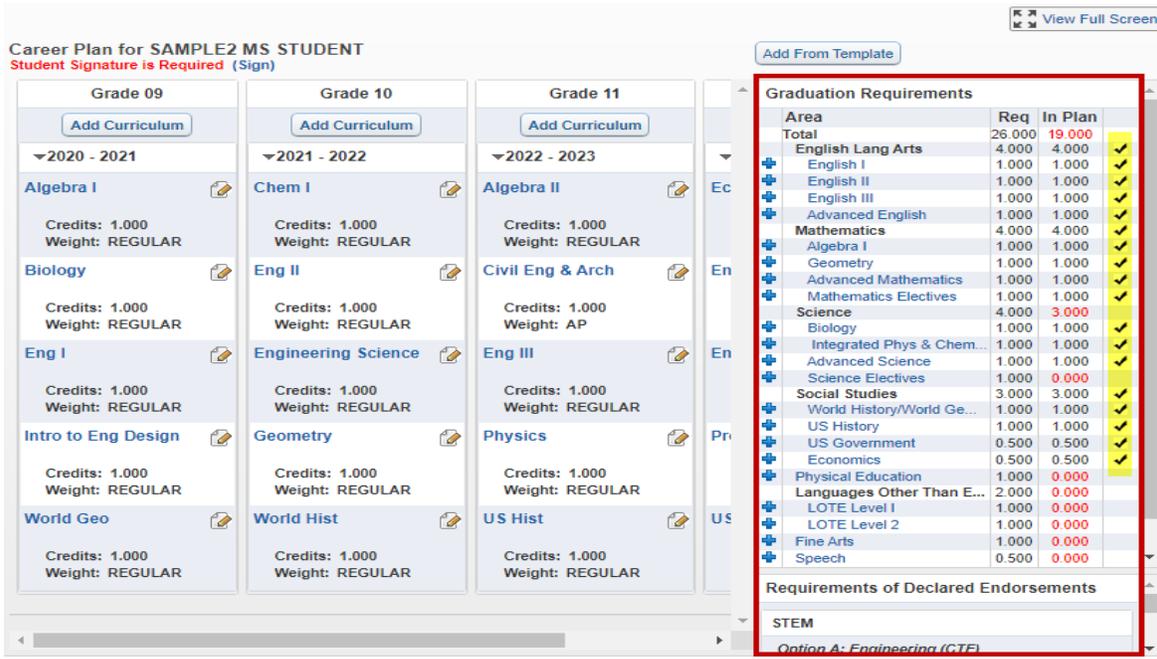


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Students may search for courses to by Graduation Requirement Area or Endorsement Requirements. Using “No Filter” will allow the student to search through all courses.



The section on the right indicates Graduation Requirements and all required credits . A check mark means the student has a course in their plan the meets that particular requirement.



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ALTERNATE COURSE REQUEST

To add Alternate Course Requests:

- Click on **Schedule**
- Click on **Request Alternates** at the top right 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).



Request Courses | **Request Alternates**

Available Alternate Courses for [User]

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

Buttons: Add Course > < Remove Course

Note: Click on the arrows and move it up and/or down in priority or remove it.

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

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.**)

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Selected Alternate Courses

1	↓	9SA01	Organic Chemistry 1.000 Credits
2	↑	CFI02	Accounting I 1.000 Credits
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Click the **X** and then the **Logout** button when finished.

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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.

