Skyward Family Access
On-Line Scheduling Procedures

1. Log into Family Access using your existing Login ID and Password.

2. At the left side menu, select "Schedule".

3. At the top right, select "Request Courses for [the upcoming school year] in Cedarburg High School."

4. Under Available Courses:
   a. Click on the course you would like to add so that it is highlighted.
   b. Click the "Add Course" button in the middle between the two boxes,
   c. Repeat steps a and b to add all classes.

NOTE: Once the "Add Course" button is clicked the highlighted course automatically gets added to the "Selected Courses" box. The totals for "Total Requested/Scheduled" classes and "Total Credits" above the "Selected Courses" box are also updated.

If there is a class that you would like to sign up for that is **not** on this list, you will need to contact your high school counselor.

5. To modify selected courses, highlight the course you wish to remove from the "Selected Courses" box and click the "Remove Course" button in the middle between the two boxes.

6. To select alternate classes as in case one or more of your elective courses are unable to be scheduled, click on the "Request Alternates" tab and select courses from the "Available Alternate Courses" list (using the procedures as outlined in Step 4).

NOTE: Selecting alternate courses is **REQUIRED**. Alternate courses should be selected in their order of priority with 1 being your first choice. Use the up and down arrows next to the selected alternate courses to change the priority of highlighted courses.

7. Email you counselor with any alternates you would like paired with a chosen elective (ie., If you can't get Fashion Sewing, you would like to take Beginning Foods from your alternate list.)

8. Click the print button to print your selected courses and alternates or take a screen shot for your records.

9. Log out. You're finished!