

## USING PARENT ACCESS FOR ONLINE COURSE REQUESTS

1. Log in to [robinsonschools.com](http://robinsonschools.com) on any computer.
2. Sign in to your Parent Access account.
3. Choose your student from the top of the page.
4. Choose Robinson High School from the schools list at the top of the page.
5. From the left bar of the page, choose Schedule.  
Choose Course Request 2017-18 from upper right.
6. You may view the courses available or go straight to update course requests.
7. Once you are in update course requests, you may select a class by clicking on it to highlight and then click the add course button in the middle of the list.
8. When 8 courses have been selected, (more with Health/PE and Chorus), click on the Alternate tab.  
You may select up to 3 alternate courses to use if we are unable to schedule your original requests.
9. You may review and change these requests online until Thursday, February 9, 2017.
10. You will be notified of any changes via the message center in Parent Access.

**Feel free to contact us any time at 618-544-9510.  
We hope you and your student find this format  
convenient and easy to use.**