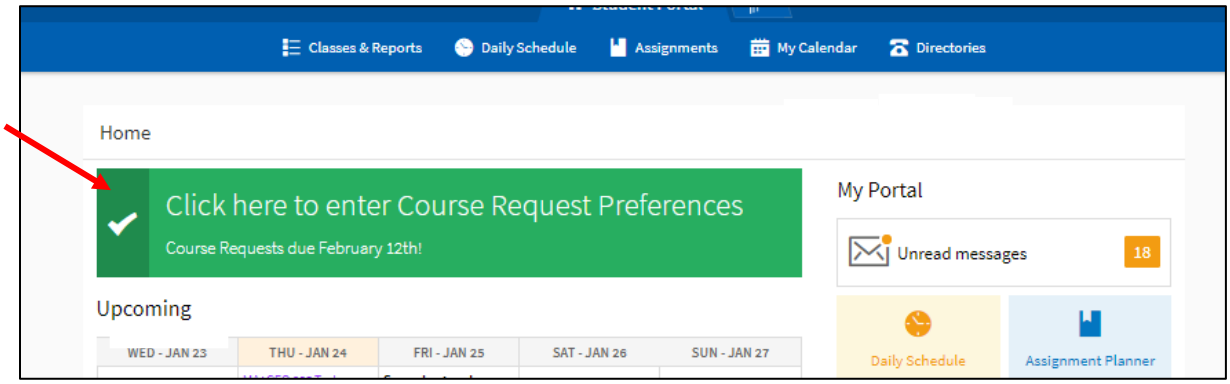
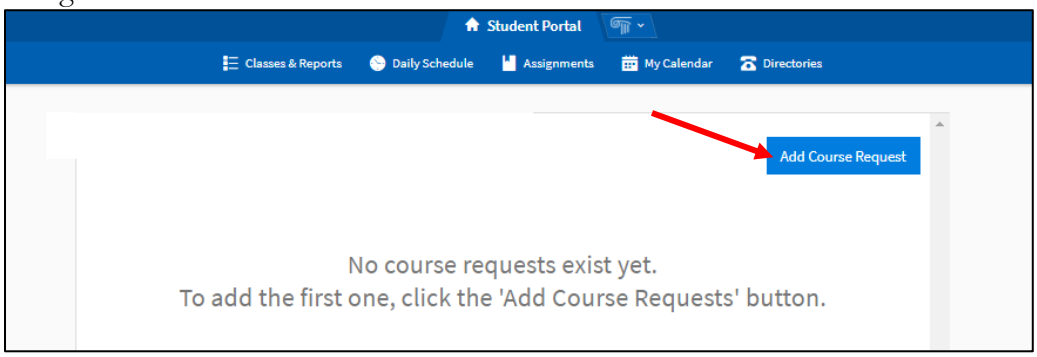
Class of 2022 - Veracross Instructions for Entering Course Request Preferences

- Log in to the Veracross Student Portal - https://portals.veracross.com/seaprep/login/
  - Please do this on a desktop, laptop or tablet (iPads do not display correctly).

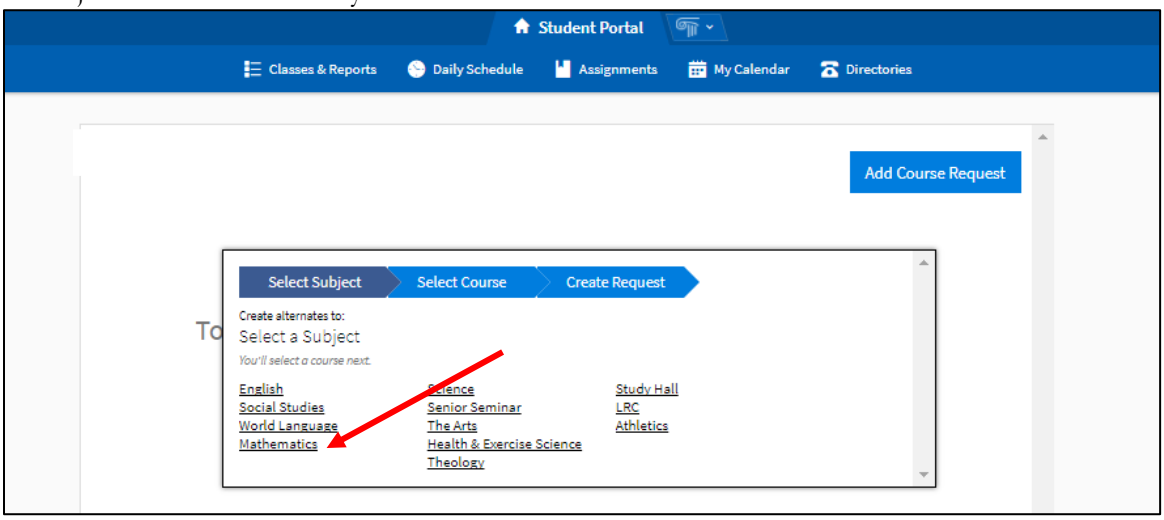
- Along to top, "Click here to enter your Course Request Preferences":



1. Click "**Add Course Request**" for each of the RECOMMENDED COURSE PLACEMENTS on your Schedule Planning Worksheet.

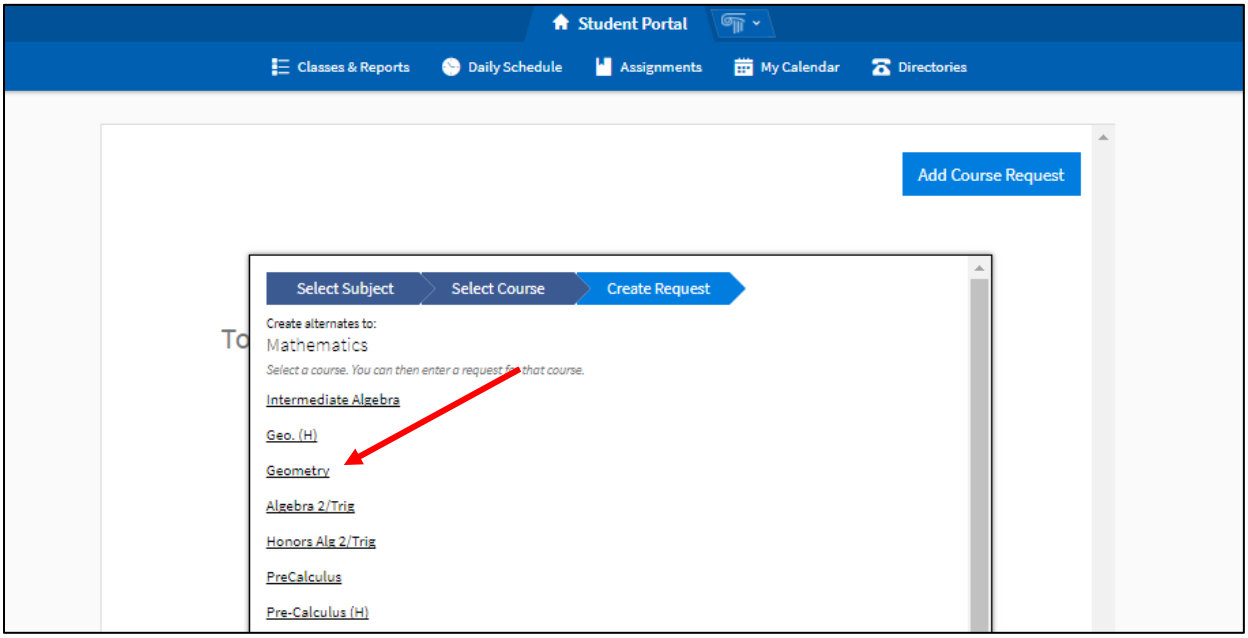


2. Enter your recommended course placements in Math*, Science* and World Language* by selecting the appropriate subject. Enter the course you were recommended for.



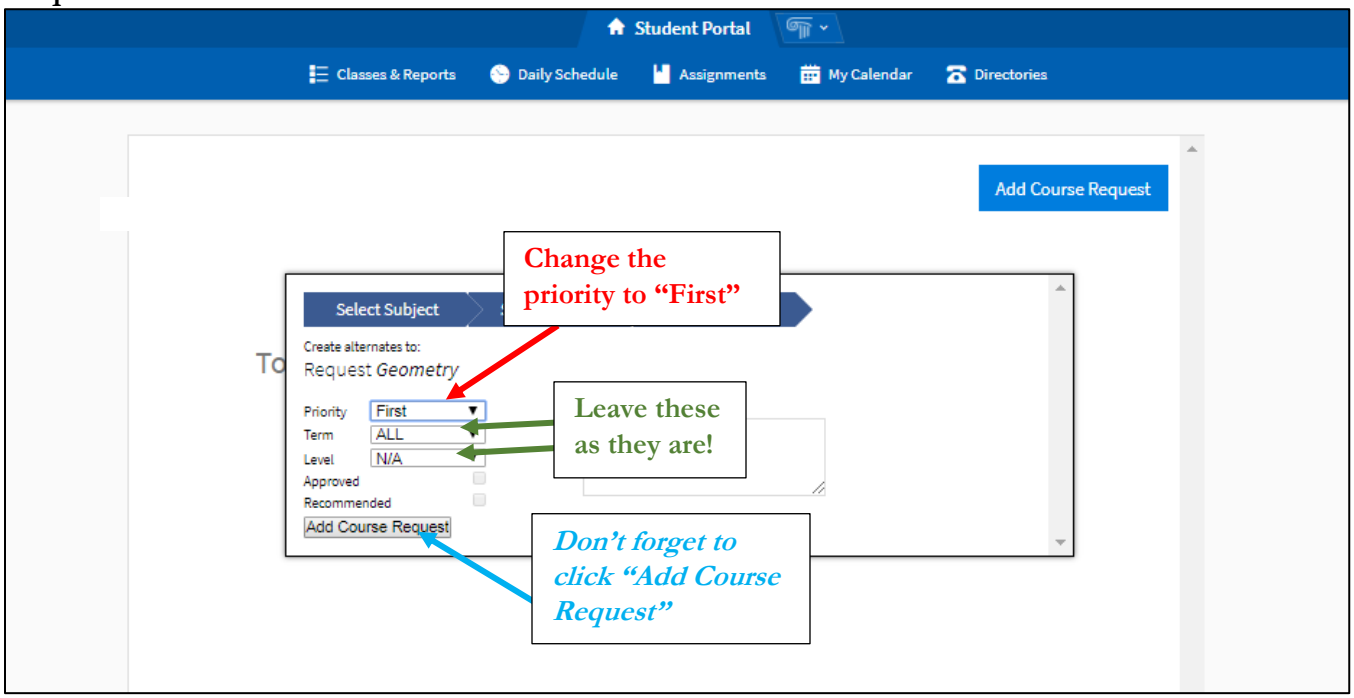
**If you are appealing a course recommendation, you will do so thru an online form later in the course selection process.*

3. Select the course you've been recommended for:

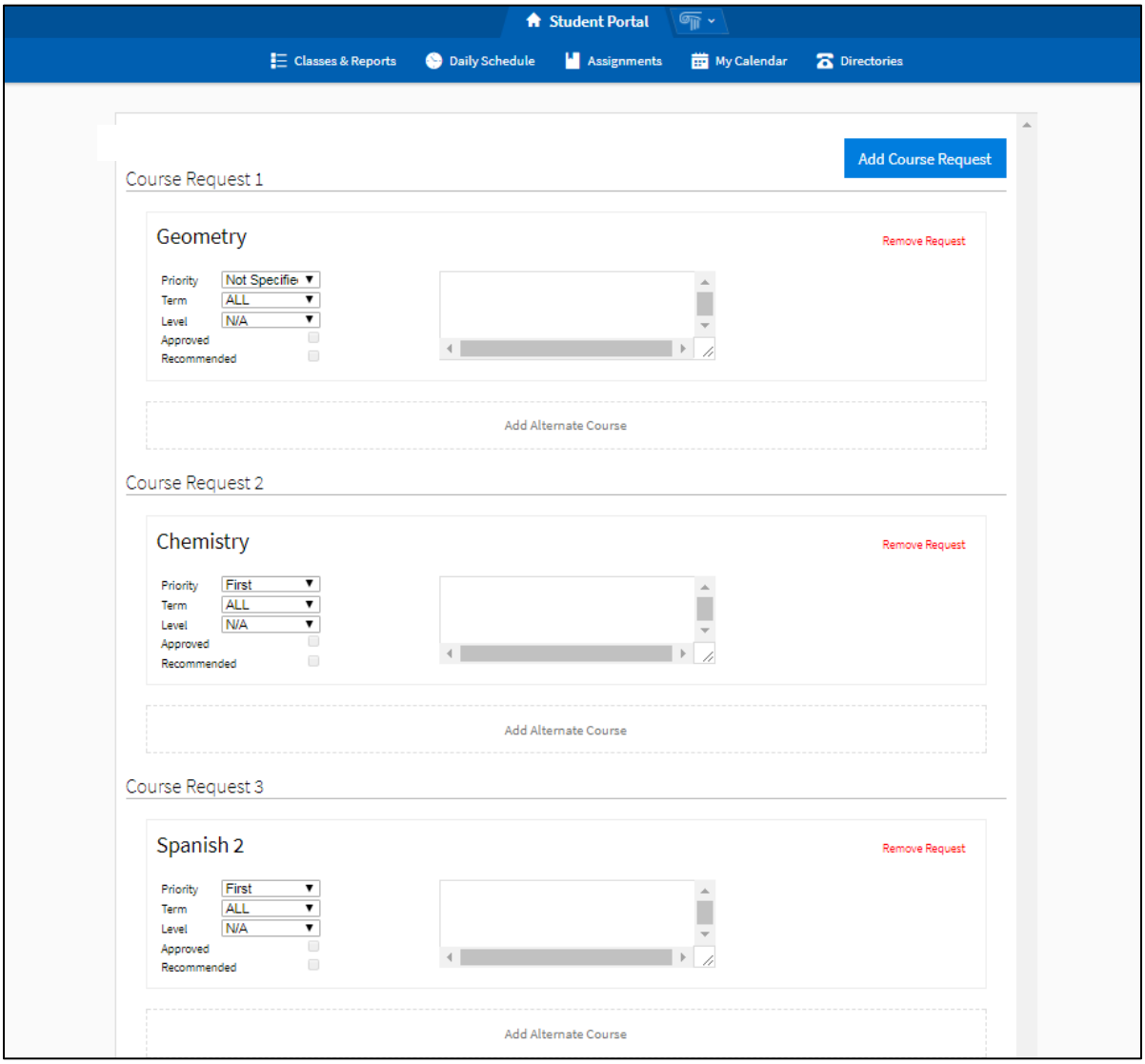


a. Only select the course you were recommended for. If you are interested in appealing a course recommendation, you will do so thru an online form later in the course selection process. More information to come on appeals.

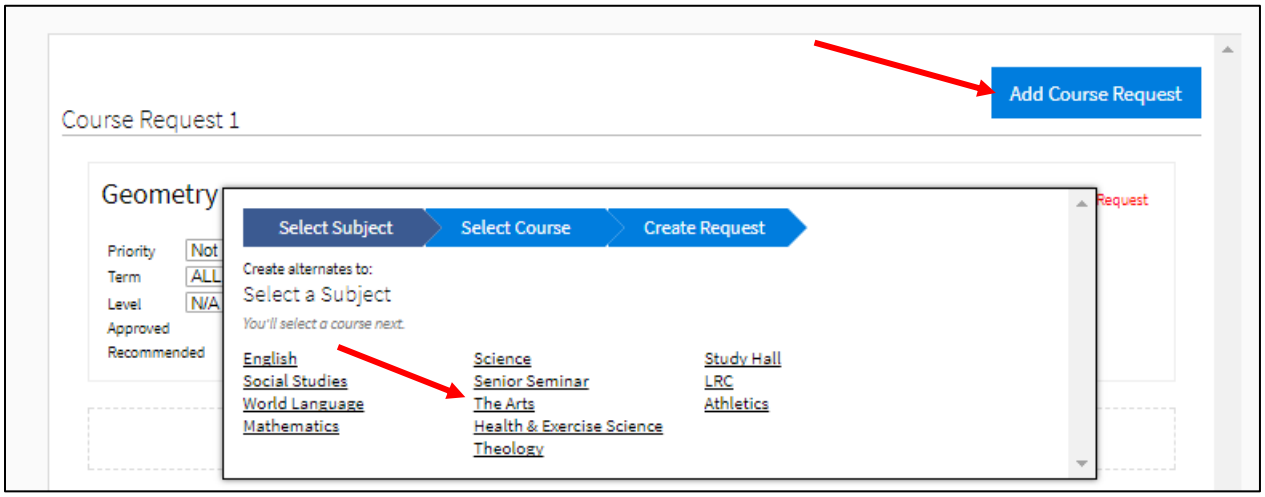
3. Change the "priority" to First, leave the "Term", "Level" and "Approved" blank and click the "**Add Course Request**" button:



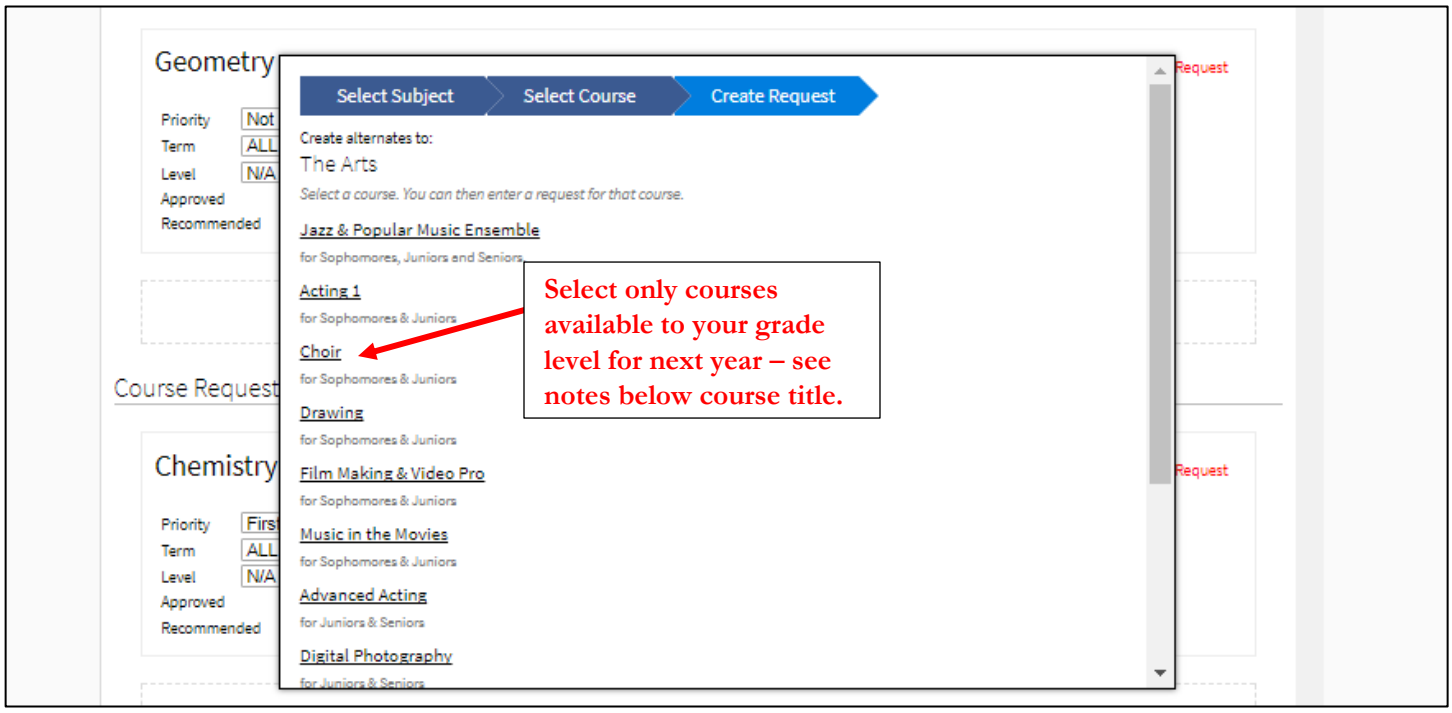
4. Repeat steps 1 – 3 to enter your Math, Science & World Language course recommendations. Once completed, there should be Course Requests 1, 2 and 3, similar to below:



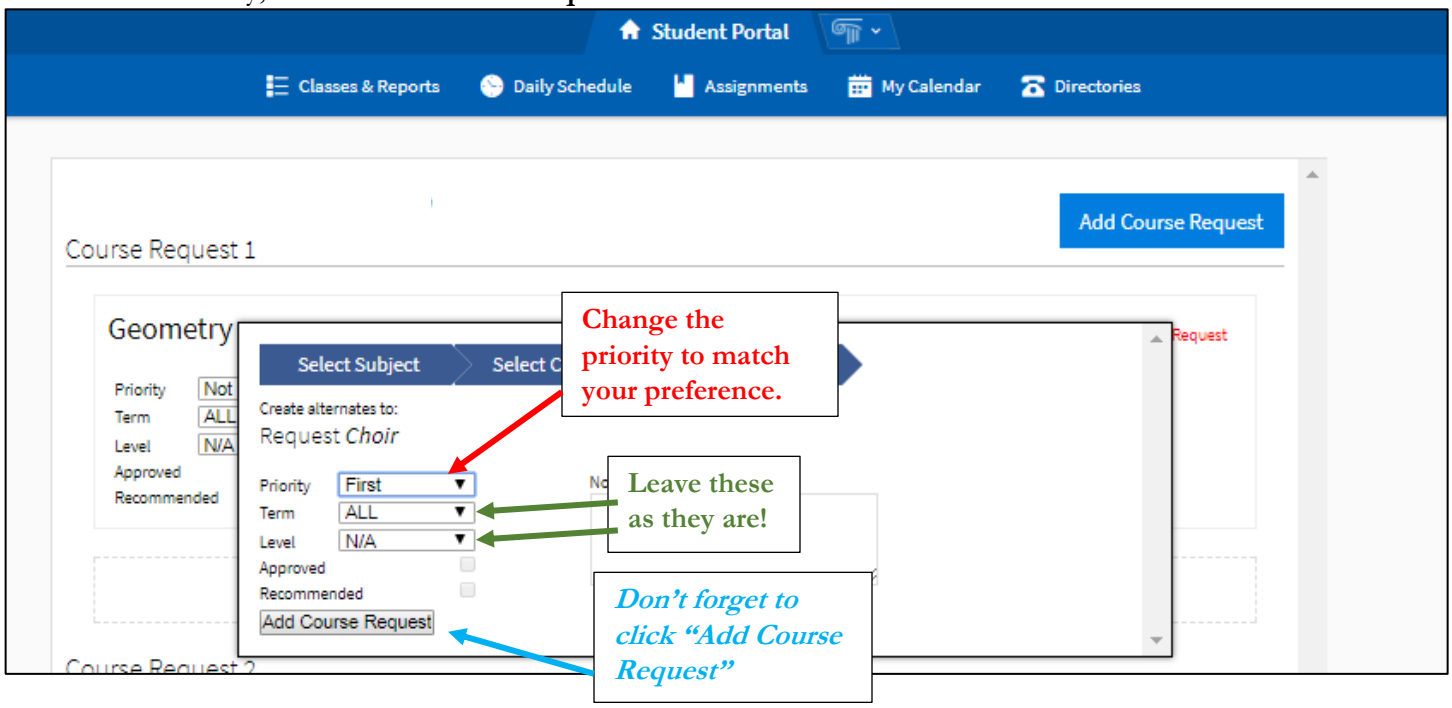
5. Next, enter your ARTS course preferences on your Schedule Planning Worksheet. Click "Add Course Request" button and select The Arts:



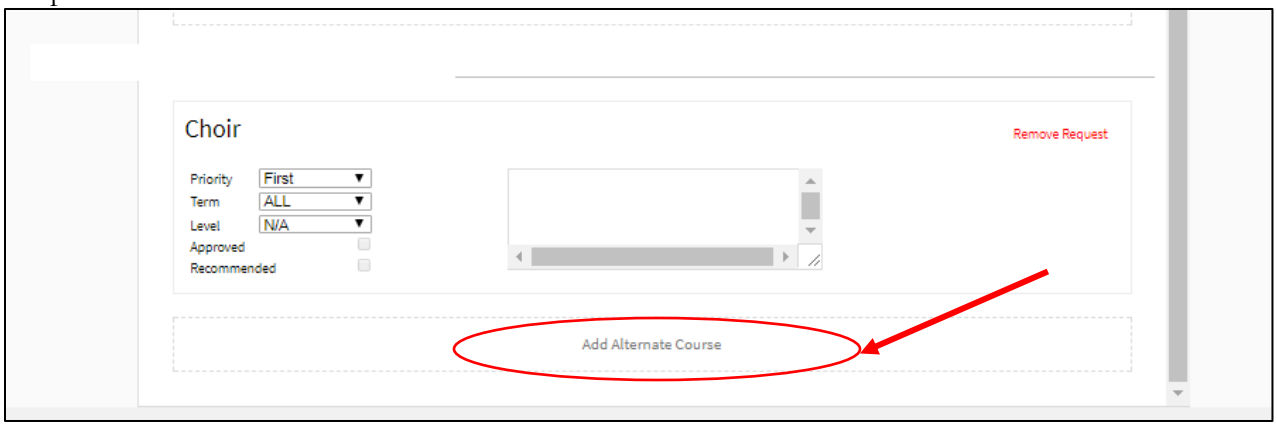
a. Select the Arts course according to your Schedule Planning Worksheet. Be sure to select courses that are available to your grade level (i.e. lists "for Sophomores" under course title).

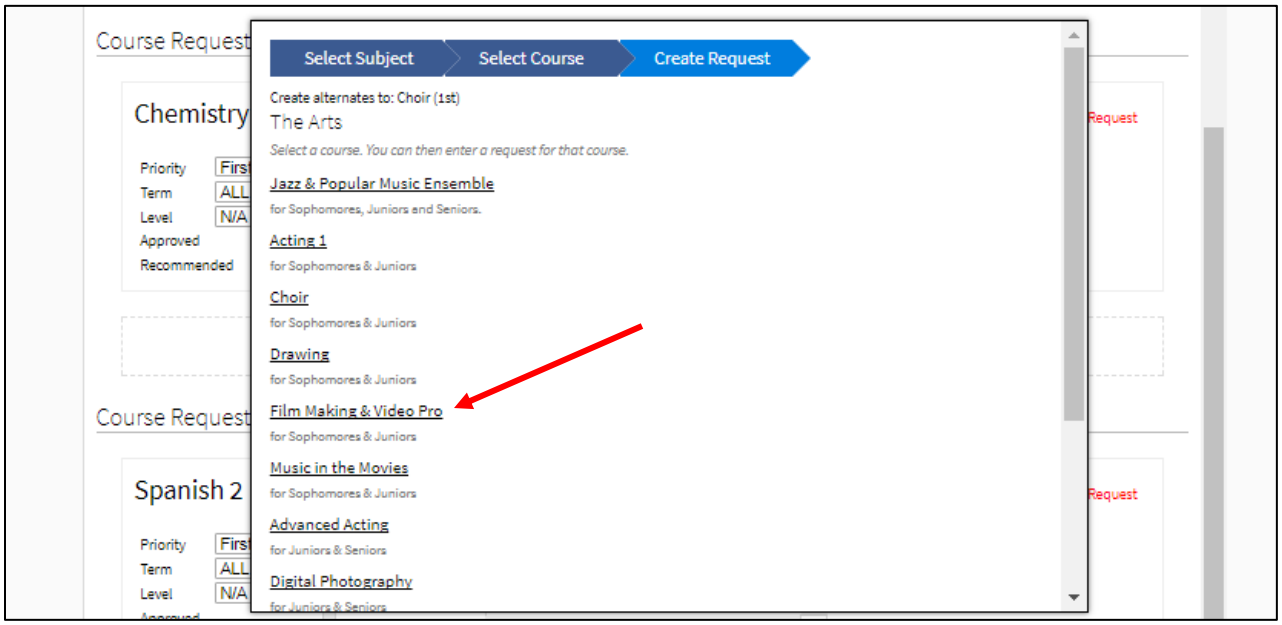


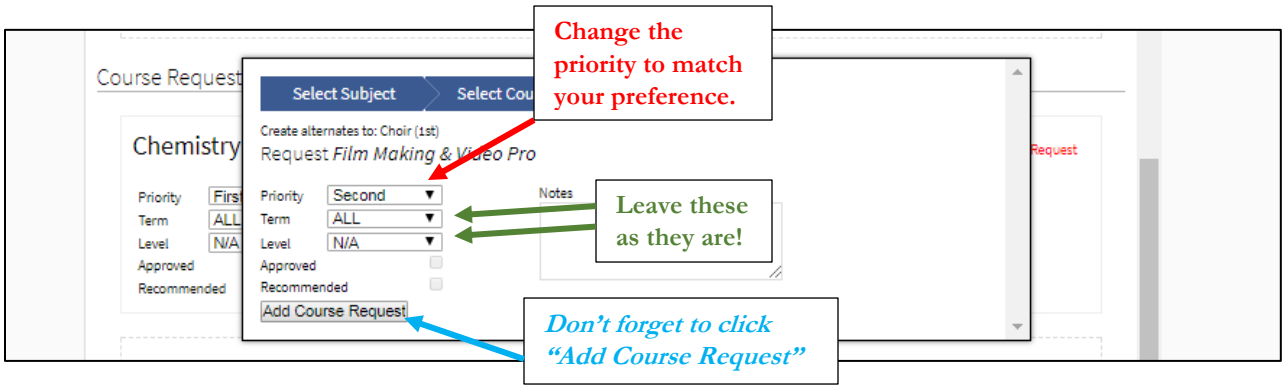
b. Select course, enter priority (First priority - this is your first choice Art). Leave all other fields blank. Finally, click "**Add Course Request**" button.



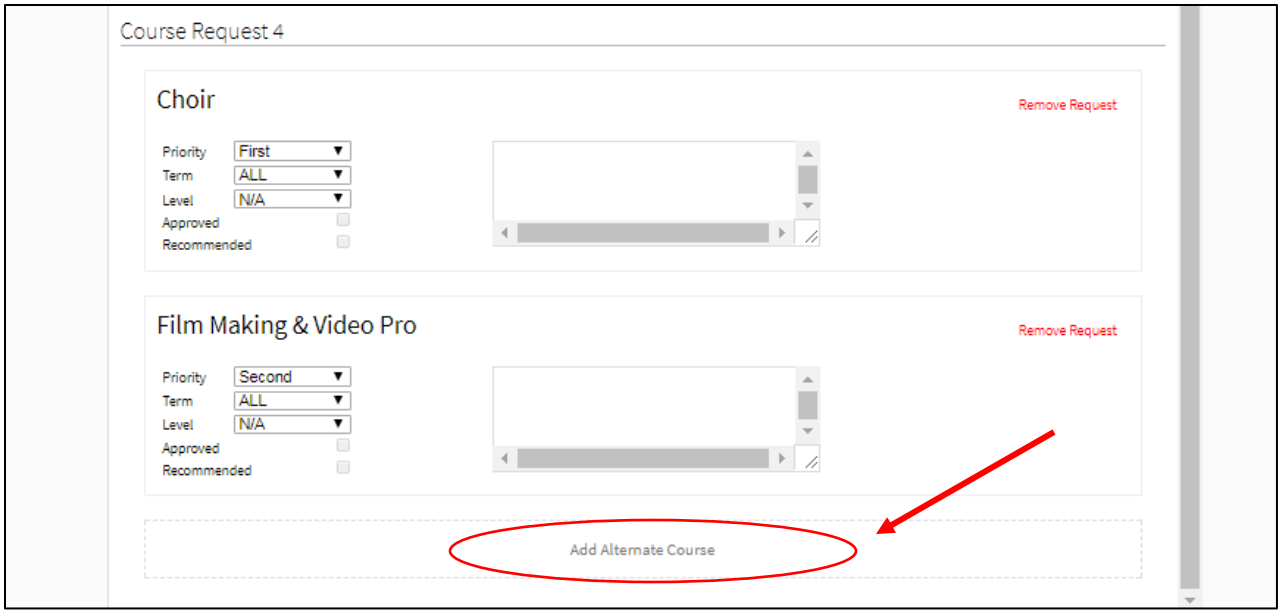
6. Under Course Request 4 that you just created, click "**Add Alternate Course**" to enter your second course preference in Art:

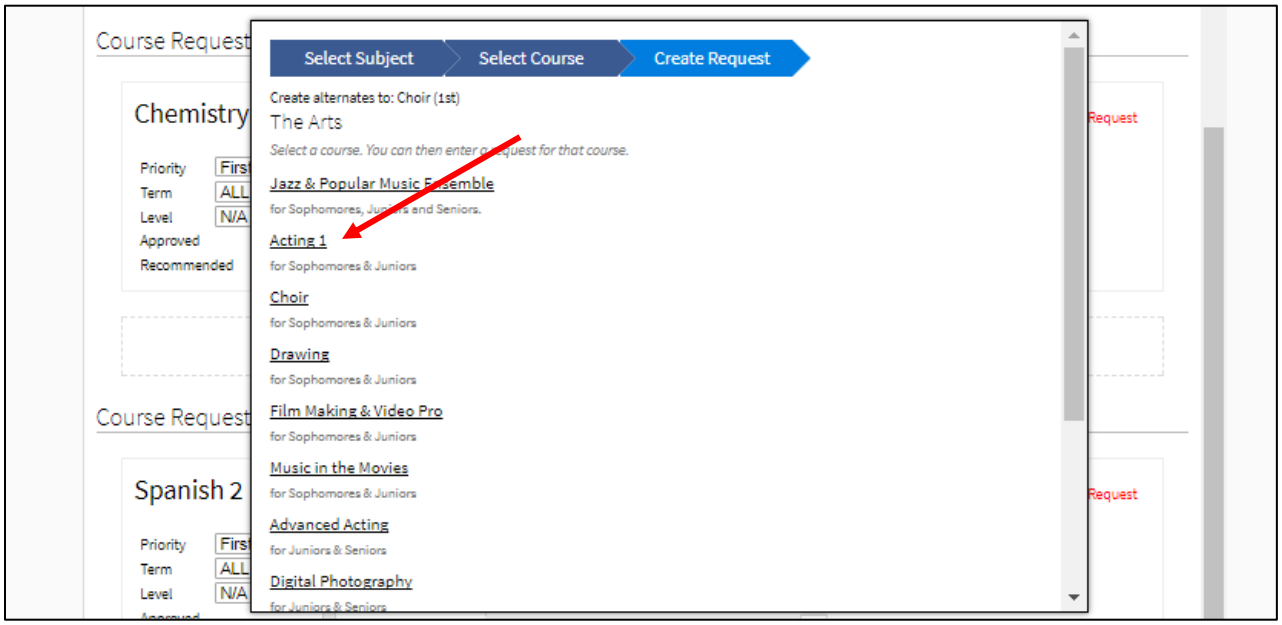


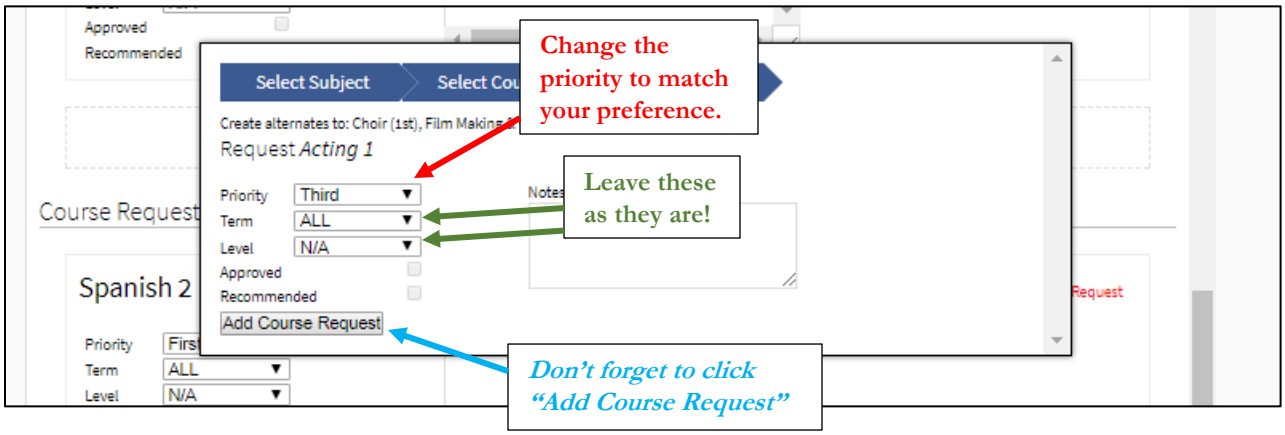




7. Next, under the same Course Request click "**Add Alternate Course**" for your number 3 preference information:







8. Repeat steps 5 – 8 for your HEX Course Preferences, according to your Schedule Planning Worksheet. Reminder that you need to list two HEX course preferences and need to sign up for courses in the appropriate grade level.

9. Double check that you have the following:
    a. **Course Request 1** – Math (as recommended by your teacher)
    b. **Course Request 2** – Science (as recommended by your teacher)
    c. **Course Request 3** – World Language (as recommended by your teacher)
    d. **Course Request 4** – Arts preferences (list 3 preferences!)
    e. **Course Request 5** – HEX preferences (list 2 preferences!)

10. If all of the above are complete, you're finished!

***Remember*: all course request preferences are due in Veracross by Tuesday, Feb. 12, 2019.**