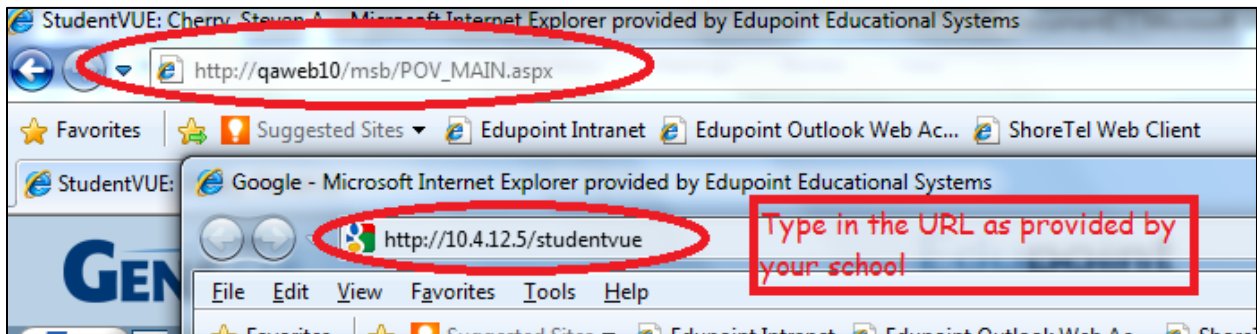


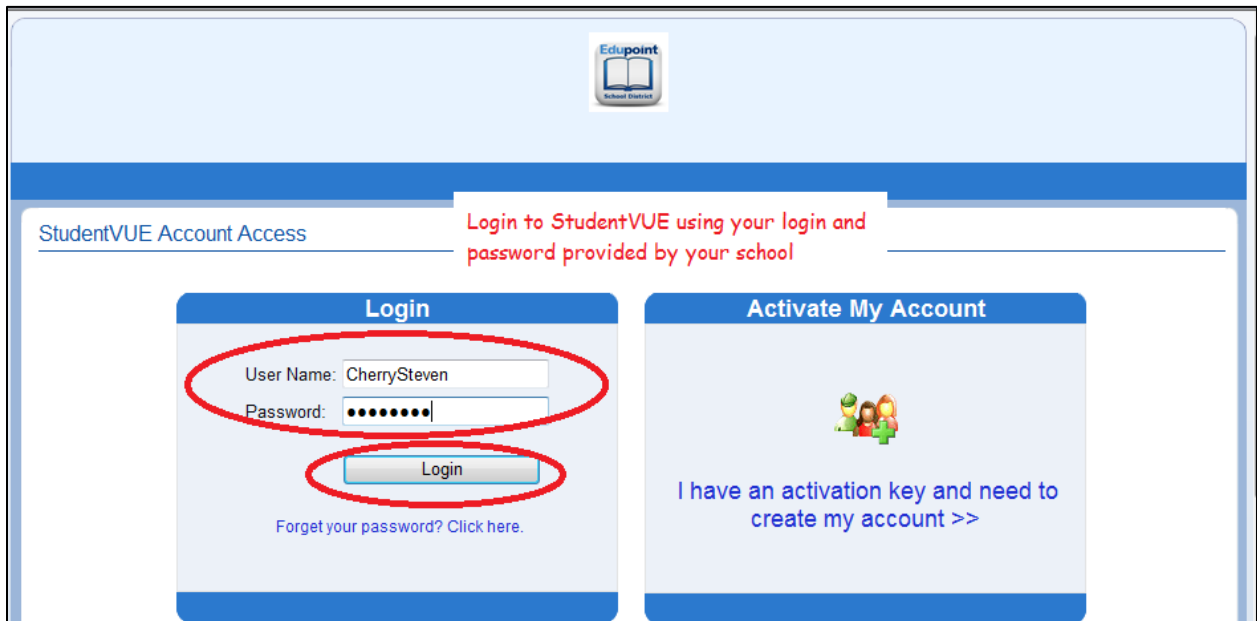
## Welcome to Synergy StudentVUE Online Course Request

Please follow the directions below to sign on to **StudentVUE** where you will be able to view and make changes to your courses requests for the new school year.

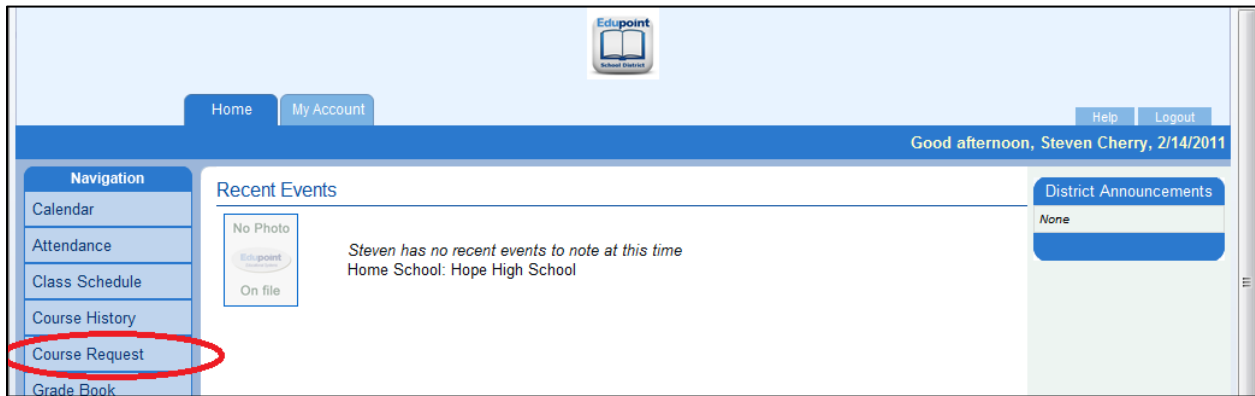
1. Go to URL:
  - a. Open Internet Explorer or your selected browser.
  - b. Type the URL as provided by your school in the address bar of your browser.
  - c. **<ENTER>**
  - d. The **StudentVUE** login window displays.



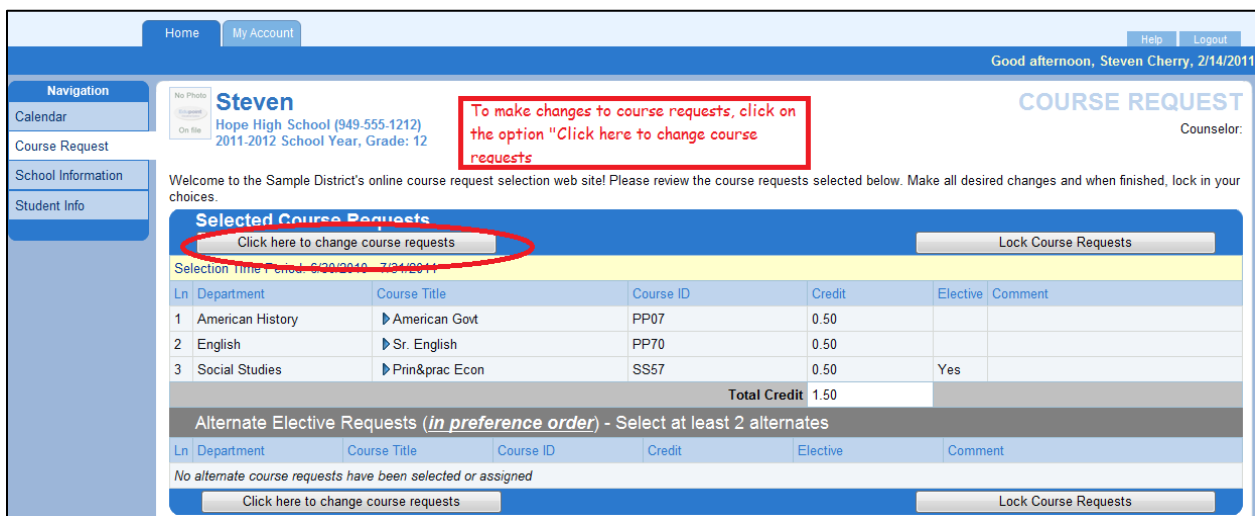
2. Login in to StudentVUE
  - a. Type in your **user name** and **password** as provided to you by your school.
  - b. Click **Login**. The home page of StudentVUE displays.



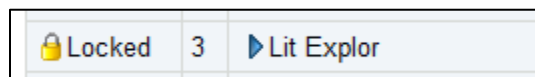
3. Review and enter course requests.
  - a. Click on **Course Requests** tab in the Navigation bar on the left side of the **StudentVue** window. The **Course Request** window displays.



4. To make changes to course requests, click on the option **Click here to change course requests**. The Course Request Selection window displays.



5. Course requests may have been assigned to you by school staff to assist in meeting your graduation requirements. These course requests may be locked to where they cannot be changed or removed.



6. Some course requests selected for you may be removed only if the **Remove** button is next to the course.
  - a. Click the **Remove** button to remove the selected course request.

Selected Course Reque		
Action	Ln	Course Title
🔒 Locked	1	▶ Chemistry
<b>Remove</b>	2	▶ German I
🔒 Locked	3	▶ Lit Explor
🔒 Locked	4	▶ Prin Eng II

7. Select additional course requests as directed by your school.
  - a. Find course requests using any of the available options. Options available may be **Course Title, Course ID, Department, Elective, Credit** and **College Prep**.
  - b. Click **Search Courses** button. Find course requests using any of the available options. Options available may be **Course Title, Course ID, Department, Elective, Credit** and **College Prep**.

**Alternate Elective Requests (*in preference order*) - Select at least 3 alternates**

Action	Ln	Course Title	Course ID	Department	Elective	Credit	College Prep	Comment
<i>No alternate course requests have been selected or assigned</i>								

<input type="text" value="Course Title"/>	<input type="text" value="Course ID"/>	<input type="text" value="Department"/>	<input type="text" value="Elective"/>	<input type="text" value="Coll Prep"/>	<input type="button" value="Search Courses"/>
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Ln	Action	Course Title	Course ID	Department	Elective	Credit	College Prep	Comment
<i>You must enter at least one value to filter results.</i>								

- c. A list of courses that meet the criteria selected displays.
- d. Select the courses by clicking on the action button for the selected courses. Select Request if the course is a course request and select Alternate if the course is an alternate course request.

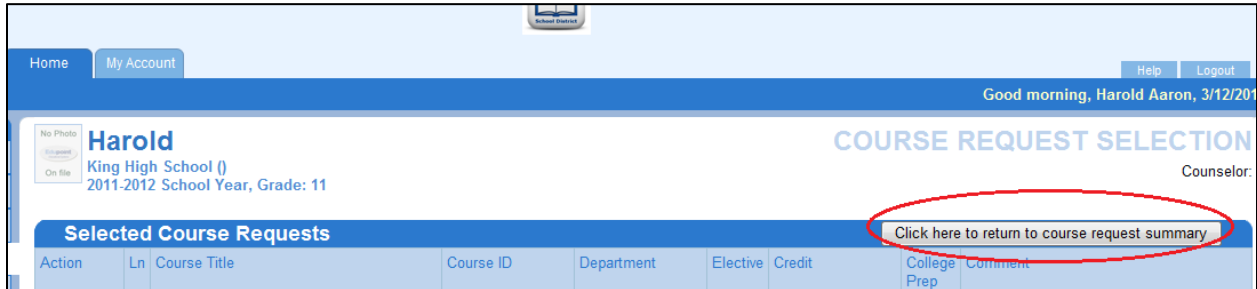
**Note:** Alternate course requests should be selected in priority order with the first alternate request selected first, etc.

Ln	Action	Department	Course Title	Course ID	Credit	Elective	Comment
1	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Family and Consumer Sciences	Cc-Persnl Dev.	FS32C	0.50	Yes	
2	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Family and Consumer Sciences	Child Dev I	FS51	0.50	Yes	
3	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Family and Consumer Sciences	Child Dev II	FS52	0.50	Yes	
4	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Family and Consumer Sciences	Clothing	FS60	0.50	Yes	
5	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Family and Consumer Sciences	Culinary Arts 1	FS41	0.50	Yes	
6	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Family and Consumer Sciences	Culinary Arts 2	FS42	0.50	Yes	
7	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	Family and Consumer Sciences	Design & Merch	FS63	0.50	Yes	

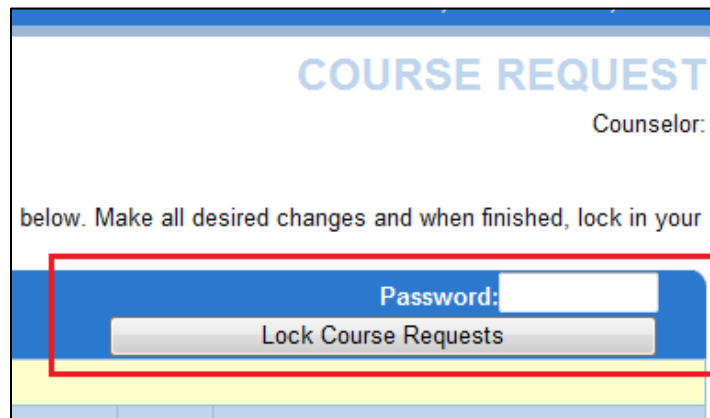
- e. Click the **Click here to move selected requests to Selected Course Requests** button.

Ln	Action	Course Title	Course ID	Department	Elective	Credit	College Prep	Comment
1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	Adv Drawing	AR66	Art	Yes	0.50		
2	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Adv Photo	AR34	Art	Yes	0.50		
3	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Adv. Drawing	AR662	Art	Yes	0.50		
4	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Beg Ceramics	AR41	Art	Yes	0.50		
5	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Beg Drawing	AR63	Art	Yes	0.50		
6	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Beg Drawing	AR632	Art	Yes	0.50		

- f. Continue with this process until all additional course requests are selected.
- g. Click the option **Click here to return to course request summary** at the top of the Course Request window. This will return you to the course request summary window.



- 8. Lock the course requests when complete with the course request selection process. This will inform the school that you have completed all your selections.
  - a. Click the **Lock Course Requests** button at the top right of the course request window.
  - b. If a password is required, input the password in the **Password** field above the **Lock** button. It may be required that a counselor inputs the password.



- 9. Click the **Logout** button at the top right of the StudentVUE window.

