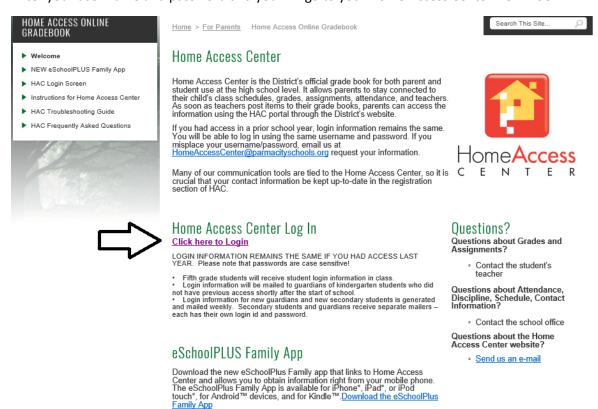
TO ENTER COURSE REQUESTS FOR NEXT SCHOOL YEAR

Log into Home Access Center from the Parma City Schools website

Enter your user name and password and you will go to your Home Access Center HOME SCREEN



2. On the Home Screen, you will see your classes, your current class score, assignments, discipline and absences.

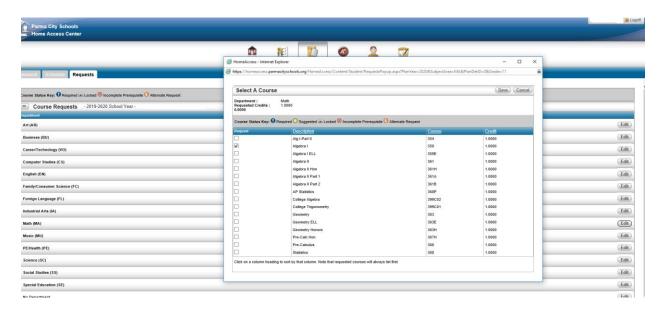


Please note, you will find more detailed information about your past courses taken, credits received and grades earned by clicking GRADES then the TRANSCRIPT tab. Please look over the courses you have already taken and earned credit for before picking your classes as to not duplicate any classes you already took.

3. To enter your course requests for next year, click on the CLASSES button at the top of the page, then the REQUESTS tab



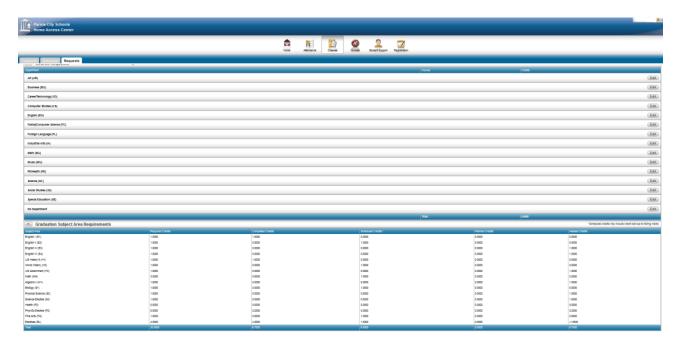
4. Click on the EDIT button in line with the department where you would like to request a course then choose the course based on the description, course number and credit (please reference the online registration guide for detailed information about courses). Click the REQUEST box in the first column then click save



5. Once you have selected all of your requests, you will see the selected courses and credits on your requests screen (see example below). You can update your requests by clicking on the EDIT button.



6. You will find **Graduation Subject Area Requirements** information by clicking the PLUS SIGN at the bottom of the REQUESTS tab. This will display the required credits, completed credits, scheduled credits and needed credits for each course or subject area.



Additional info....

- You will find more detailed information about your past courses taken, credits received and grades earned by clicking GRADES then the TRANSCRIPT tab. Please look over the courses you have already taken and earned credit for before picking your classes as to not duplicate any classes you already took.
- The 2019-2020 High School Registration Guide is available here