

COURSE PRE-SELECTION PROCESS USING GENESIS PARENT PORTAL

Parents/Guardians,

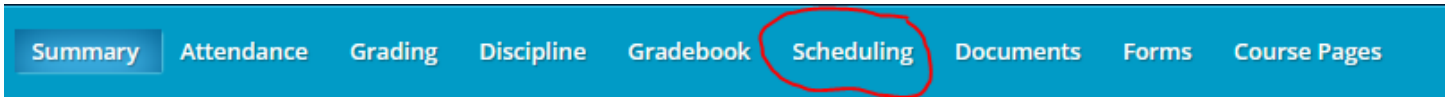
This year we will be utilizing the Scheduling tab in the Genesis Parent Portal to request courses for the 2021-2022 school year. Please follow the steps below to complete this process.

DIRECTIONS FOR REQUESTING COURSES FOR THE 2021-2022 SCHOOL YEAR:

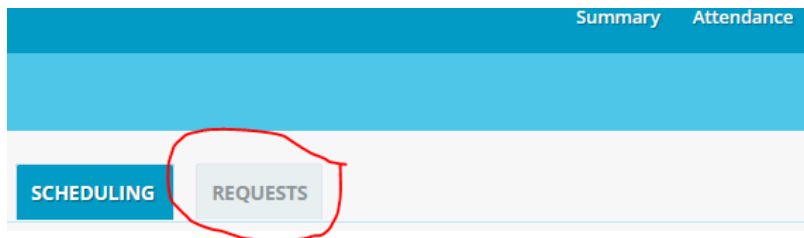
Step 1 - Log into the Genesis Parent Portal from your child's school site under Parents→Genesis Parent Access→Login

Step 2 - If you have more than one (1) child, please select the child for whom you are requesting the course from the drop down menu on the top right of your screen.

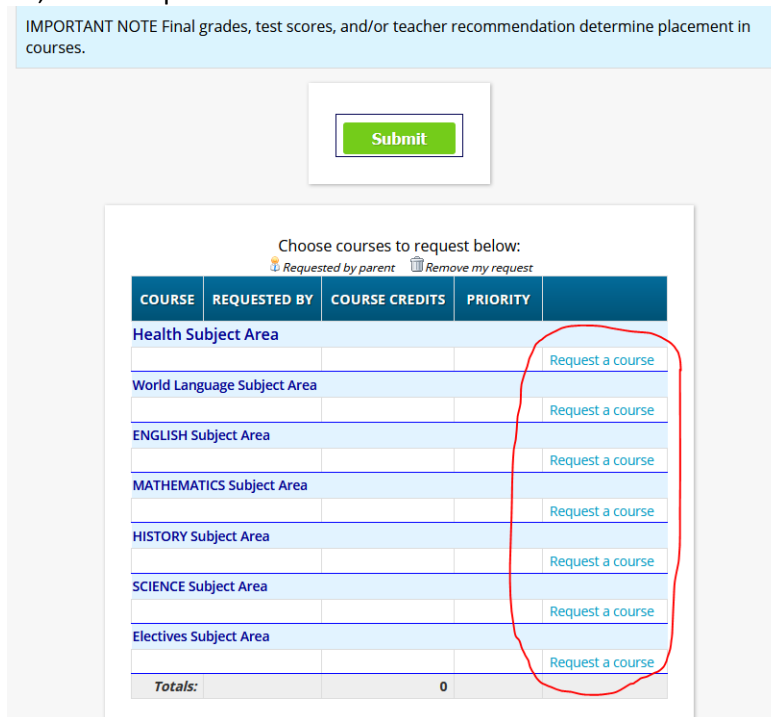
Step 3 - Click the SCHEDULING tab



Step 4 - Click the REQUESTS tab



Step 5 – In each Subject Area, click “Request a course”



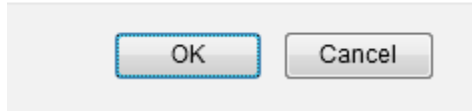
Step 6 – Click “Request This Course”

- You can prioritize your request by selecting a number from the Priority dropdown (1 being the highest)

	CREDITS	TYPE	GRADES	STATUS	PRIORITY	
I CP More...	5				<input type="text"/>	Request This Course
II CP More...	5				<input type="text"/>	Request This Course
III FRENCH More...	5				<input type="text"/>	Request This Course
IV SPANISH More...	5				<input type="text"/>	Request This Course
V I CP More...	5				<input type="text"/>	Request This Course

Step 7 – Confirm your course request by clicking “OK”

Request [REDACTED] CP?



Step 8 – Repeat steps 5 through 7 until you have made requests for each Subject Area.