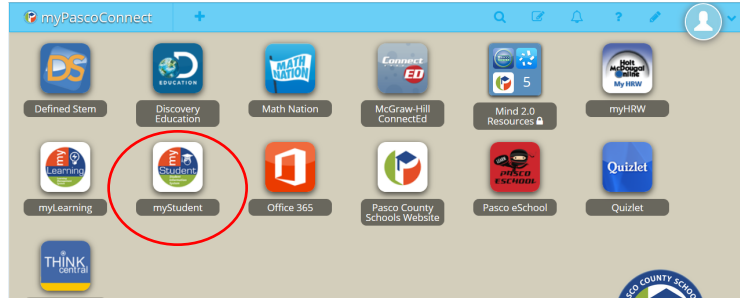




myStudent Documentation

Steps for Students to Access Course Requests in myStudent

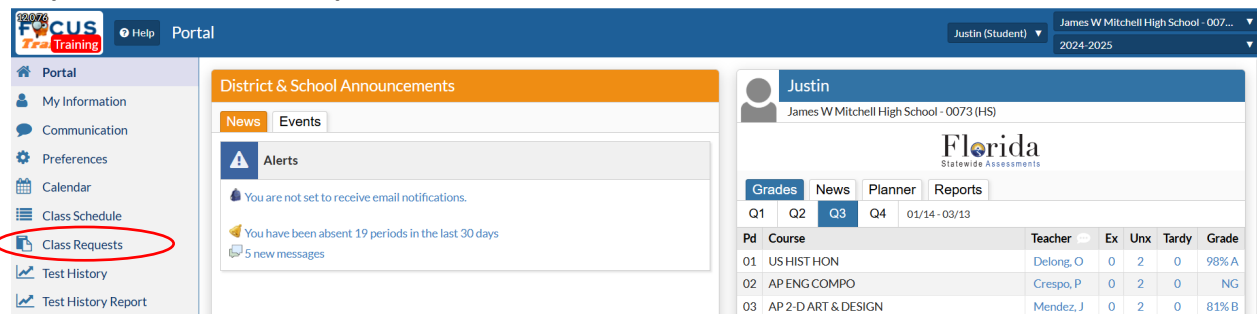
Step 1: Log into myPascoConnect



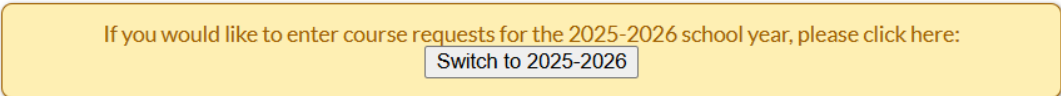
Step 2: Select **myStudent** icon (pictured above)

Step 3: You will enter the portal entrance of myStudent

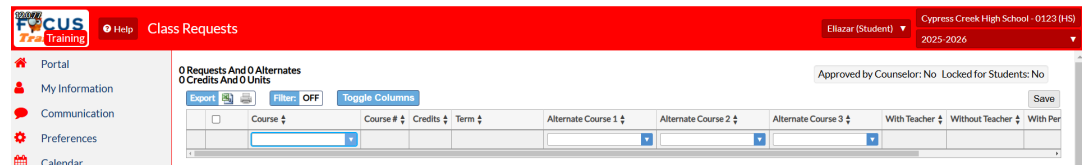
Step 4: Select the **Class Requests** Menu



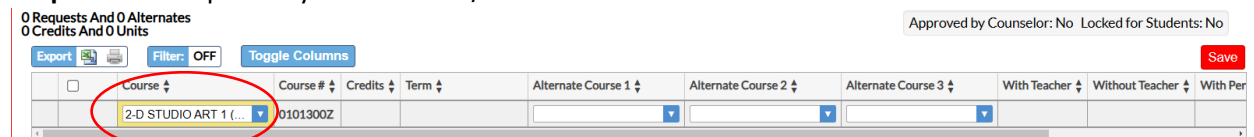
Step 5: To enter requests for the upcoming school year, click the **“Switch to ----”** button



The bar at the top of the page will turn red to alert you that you are no longer in the current year.



Step 6: Enter requests by course name/number in the **Course** column



- After entering the course information, press **Enter/Return** on your keyboard to create a new line for additional courses

Steps for Students to Access Course Requests in myStudent

Courses can also be added by **Subject** area in the **Quick List** section

Add a Request: Quick List	
18 Requirements	
Subject	Course(s)
English [EN]	AICE GEN ENG PAPER (1... <input type="button" value="v"/>
Algebra 1 or equivalent [A1]	<input type="text"/> <input type="button" value="v"/>
Geometry or equivalent [GE]	<input type="text"/> <input type="button" value="v"/>

Step 7: Click **Save**, to add requests in the top section

Step 8: Up to 3 Alternate Course selections can be added for each course request entered

Alternate Course 1 <input type="button" value="v"/>	Alternate Course 2 <input type="button" value="v"/>	Alternate Course 3 <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>

Note: The following errors will display when courses are unable to be added

Error: Not all of the prerequisites have been taken for ALLIED HEALTH ASSIS3 (8417131Z)

Errors:

You are already scheduled into AP ENV SCI (2001380Z)
 You have already taken AP ENV SCI (2001380Z)