

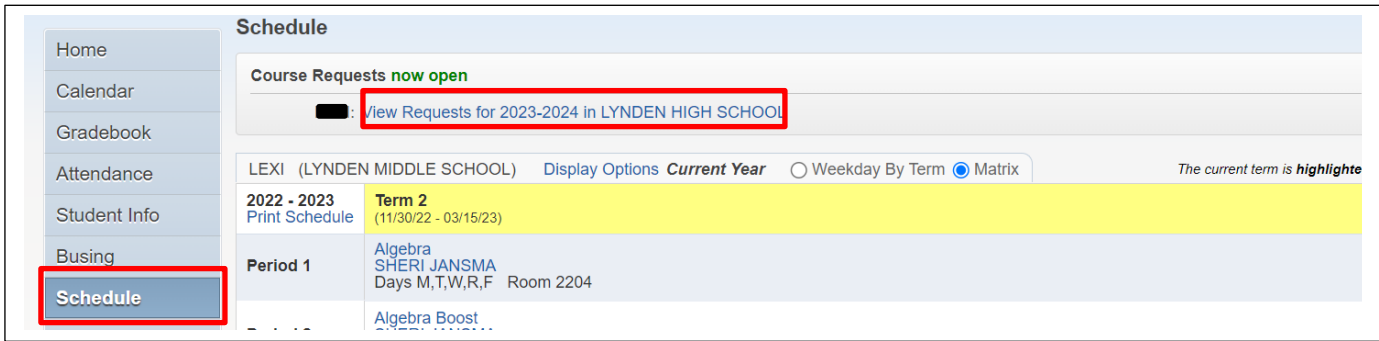
# Instructions for Registering Online in Skyward Student Access

**\*\*Online course registration can be entered from any device with internet connection\*\***

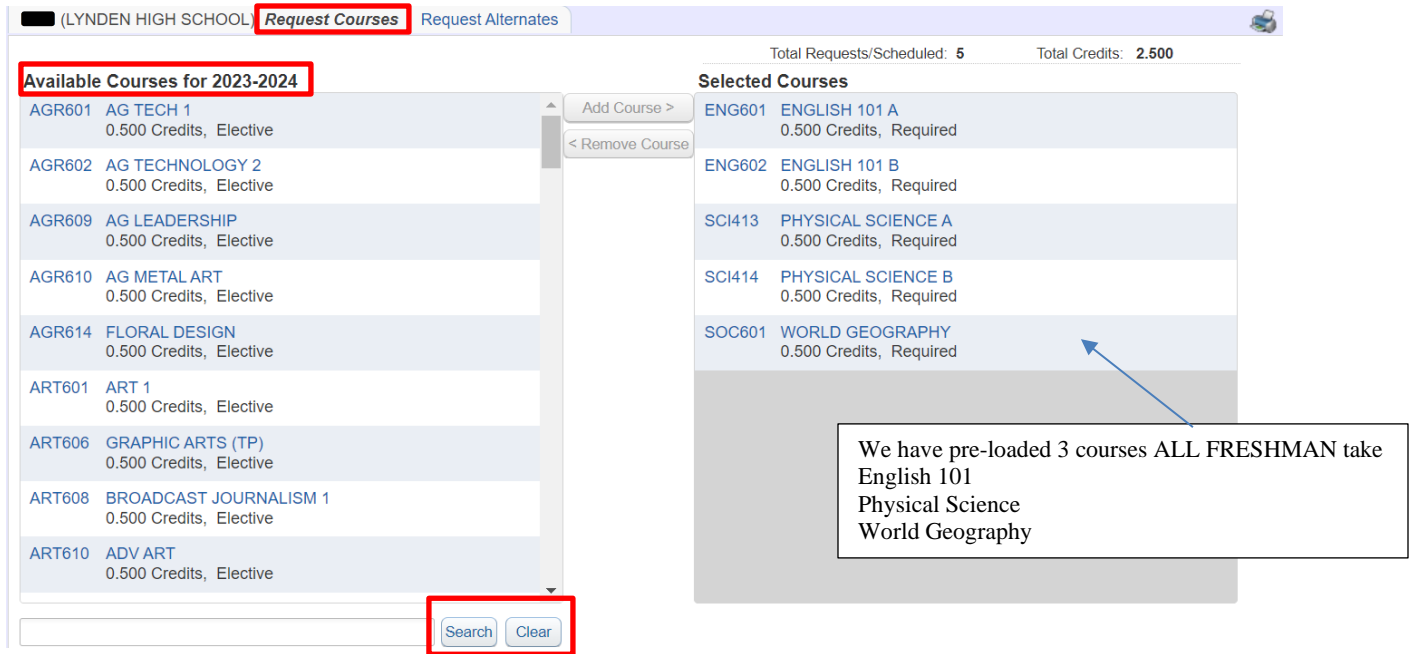
- 1) Log in to **Skyward Student Access** using **YOUR** login ID and password. Your parent/guardian's login/password will not allow you to register. There is a link to Skyward on the Lynden School District [webpage](#) or follow the direct link [here](#). If you have forgotten your login info, use the "forgot your login/password" link. If that doesn't work, please email your counselor to have your password reset.

Chris Elsner(A-G): [elsnerc@lynden.wednet.edu](mailto:elsnerc@lynden.wednet.edu)  
Erin Shaffer(H-O): [shaffere@lynden.wednet.edu](mailto:shaffere@lynden.wednet.edu)  
Heidi Covington(P-Z): [covingtonh@lynden.wednet.edu](mailto:covingtonh@lynden.wednet.edu)

- 2) Once in Skyward, select the **Schedule** tab in the sidebar on the left, then click the link for **Course Requests**, above your current schedule.

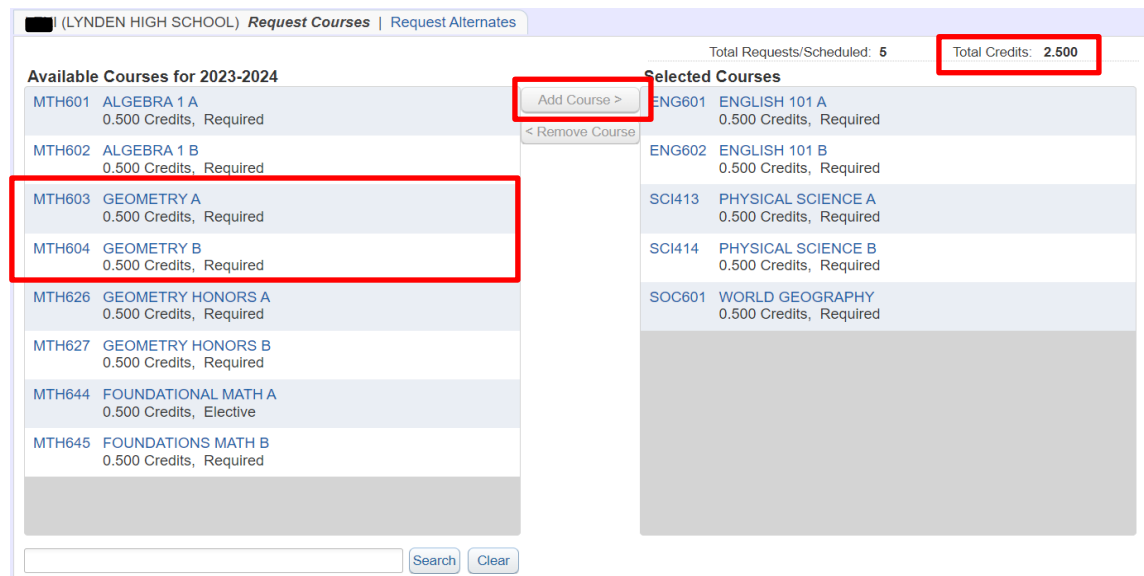


- 3) You should now be on the **Request Courses** screen. Here you can add and remove course requests. **Available Courses** are on the left side of the screen. These are the courses available to you based on your grade level for the 2023-2024 school year. Students can search for courses by typing the first 2-3 letters of a course name in the box under the Available Courses and click **Search**. To view all courses again, click the **Clear** button.



- 4) Continue adding your course requests one at a time, starting with the required courses for your grade and ending with elective courses. You can use your Scheduling Worksheet to guide your selections. To add a request, highlight the course under **Available Courses** and click the **Add Course** button. To remove a request, highlight the course under **Selected Courses** and click the **Remove Course** button.

Make sure that year-long courses have both **part A** and **part B** selected. This should happen automatically in most cases. You must select a total of **6.0 credits**. There is a **Total Credits** tally in the top right corner to help you keep track.

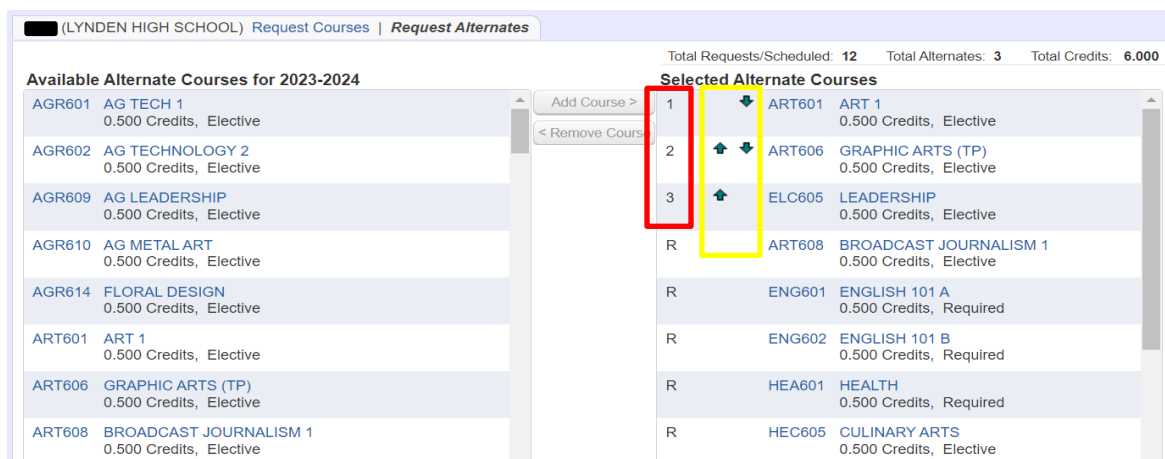


- 5) Next, Click the **Request Alternates** link at the top of the screen.



The Request Alternates screen displays both Requests (R) and Alternates (numbered). **3 alternates** are required in case one or more of your course requests are not available or have conflicts. Alternate requests are added and removed in the same manner as the Course Requests.

Alternates should be listed in order of preference (1-3, with 1 being your first choice). The order can be changed using the Arrow Up or Arrow Down buttons to the left of the selected courses. The total number of alternate requests is tallied at the top of the screen.



- 6) When you are finished entering course requests and alternates you may log out of Skyward. Your courses are saved automatically. **Complete your online registration and have a parent/guardian review it by Wednesday March 15.** If you need assistance, please email your counselor and we will reach out to you. We are happy to help! 😊