

HOW TO REGISTER ONLINE VIA FAMILY ACCESS

- ✓ Log in to Family Access, at:

<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wshorels71/fwemnu01.w>

(Or go to the Shorecrest website and click on middle right box - Students > Family Access)

Students use your GOOGLE LOGIN and PASSWORD

(First Letter of First Name, First Letter of Last Name and Student ID Number) Login Example: aa0990000 then your Google Password – **if you did not set a password** – use your Student ID Number with a 0 in front –Example: 00990000

- ✓ Once logged in - click the "Schedule" tab on the left-hand side of your Family Access Home page.
- ✓ On the top right of the Schedule screen, you should see "Course Requests now open."
- ✓ Click into the hyperlink below that, titled:
"Request Courses for 2021-2022 in SHORECREST HIGH SCHOOL."

To select your first-choice classes:

Use the search bar at the bottom left of the screen and type the Course Code or Course Description (partial is okay) of one of your choices.

Highlight your desired course under "Available Courses," and click the "Add Course" button. **For year-long classes, please note that the system will automatically add the second-semester code/credits for you!**

If you wish to delete a course, highlight desired course on the left ("Selected Courses").

Repeat this process until you have a full schedule of courses, visible on the left under "Selected Courses." Watch the Total Credits counter in the upper right corner of the screen---you ultimately want 6.0 credits.

To input your ALTERNATE classes:

Click "Request Alternates" hyperlink.

Use the search bar, as before, to search for your alternate choices.

Highlight desired course, and click "Add Course." Repeat until you have 3 alternates listed on the left (first-choice classes will appear there as well, with an "R" for "Requested" in front).

Important:

Review your choices, making sure you have 6.0 credits, and 3 alternates. Family Access will save your data as you go, so just log out when you're ready.

- ✓ Make sure you have talked with your parents/guardians about your choices and complete the online requests by **March 5th.**