Directions to view 2020-2021 Course Request for Students and Parents: **STUDENT VIEW**

**Step 1:** Use your FCS log in credentials to sign into the Student Portal

**Step 2:** In the Menu to the left, select “More”

**Step 3:** Select “Course Registration” from the “More” sub menu.

**Step 4:** Select the school year/school listed (i.e. 20-21 Autrey Mill) in the Course Registration Enrollments drop down.

**Step 5:** View Student Course Request. Please communicate with school staff for approval process.
Directions to view 2020-2021 Course Request for Students and Parents: **PARENT VIEW**

**Step 1:** Use your FCS log in credentials to sign into the Parent Portal

**Step 2:** In the Menu to the left, select **“More”**

**Step 3:** Select **“Course Registration”** from the **“More”** sub menu.

**Step 4:** Select the school year/school listed (i.e. 20-21 Autrey Mill) in the **Course Registration Enrollments** drop down.

**Step 5:** View Student Course Request. Please communicate with school staff for approval process.

**Step 6:** Please contact school personnel for the Course Request approval process.