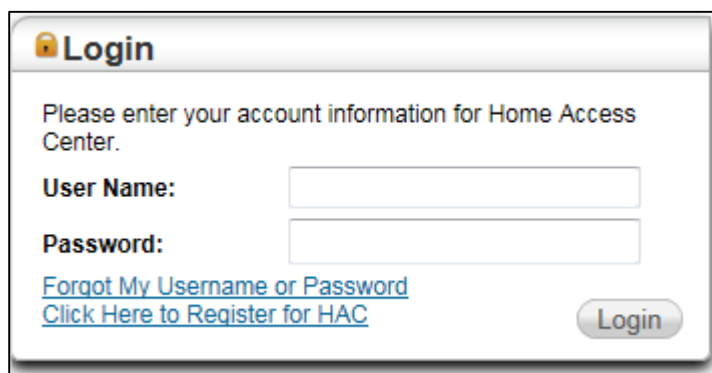


Verifying your Next Year Course Requests

Step 1: Log into HAC by going to: <https://parents.stjohns.k12.fl.us>.

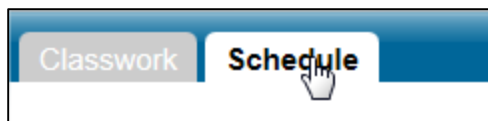


The login form is titled "Login" with a lock icon. It asks the user to enter account information for the Home Access Center. It includes fields for "User Name:" and "Password:". Below these fields are two links: "Forgot My Username or Password" and "Click Here to Register for HAC". A "Login" button is located at the bottom right of the form.

Step 2: Click on the "Classes" Button.



Step 3: Click on the "Schedule" Tab.



Step 4: Next Year Courses will be listed under "2015-16 Course Requests"



Course: *The State of Florida course code for the requested course.*

Description: *The State of Florida title of the course.*

Request Type:

- **Regular:** *A normal request to be scheduled*
- **Alternate for ____:** *The course that will be used only if the "Regular" request can't schedule.*

Step 5: Verify your course requests. If you decide to make a change to what is listed in HAC, please fill out the "Request Change" form on the back of this sheet, then submit any changes to the Guidance Office before the last day of the 2014-15 school year.

2015-16 Course Request Change

To make changes to requested courses, fill in the form below. Please have the subject area teacher sign next to the change if a recommendation is needed.

Current Requested Course	New Requested Course

Student Signature: _____

Parent Signature: _____