**How to Add Requests to Home Access Center**

*Please refer to the Course Guide on the high school web page as you make your requests.*

1. Log onto the Home Access Center under the student account.
	1. Go to the District Website: www.nhsd.org​
	2. Go to the Parent/Community Resource tab
	3. Click on Home Access Center
	4. Log in to the student’s​ account:​
		1. Username= last name. first name (make sure you include the period).
		2. Enter password (case sensitive)

1. Go to the Classes icon at the top of the screen.
	1. Click on "Requests” tab.
	2. You will see the teacher recommendations under each category (except electives). If you agree with a specific course recommendation, you don’t have to do anything. To change a course, click “Edit” and uncheck the course that is checked off. Select additional courses in each subject area if needed.

1. Alternate Elective Requests
	1. Once you have added your primary course requests, next you must add 3​alternate elective courses.
	2. Click on the course and select​*“*Make *Alternate to Any Course”* from the pull down menu. Select your alternates in order of preference.
	3. A schedule containing alternate elective choice(s) is not considered a schedule conflict.

● Students in grades 9-11 can review their graduation progress at the bottom of the screen, below “Graduation Subject Area Requirements”