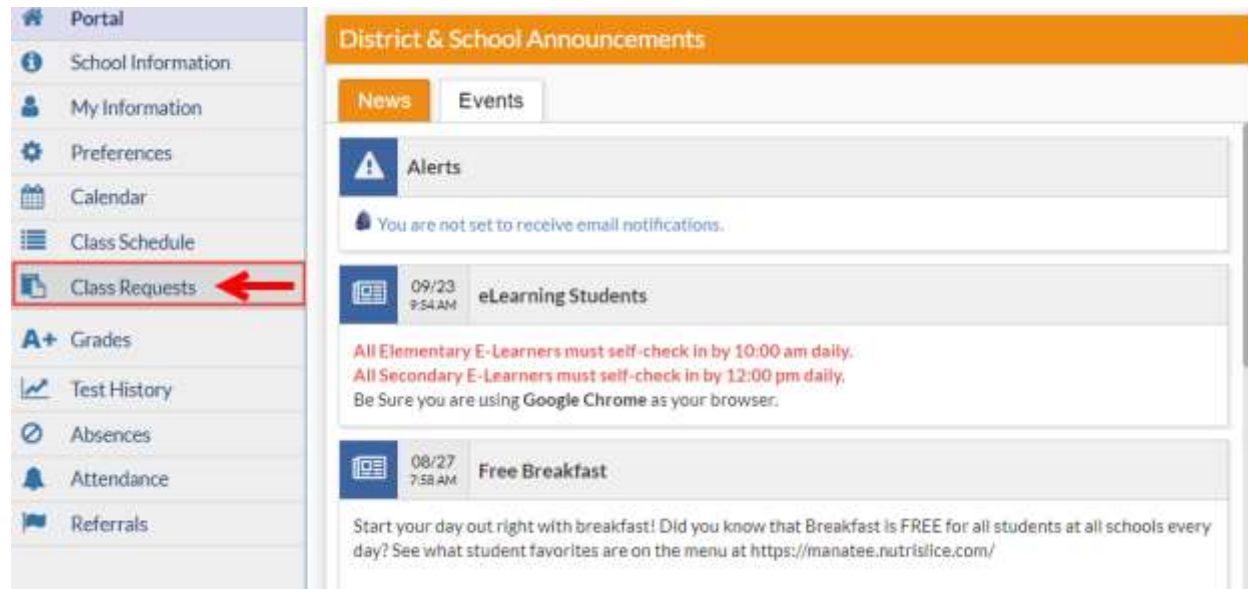


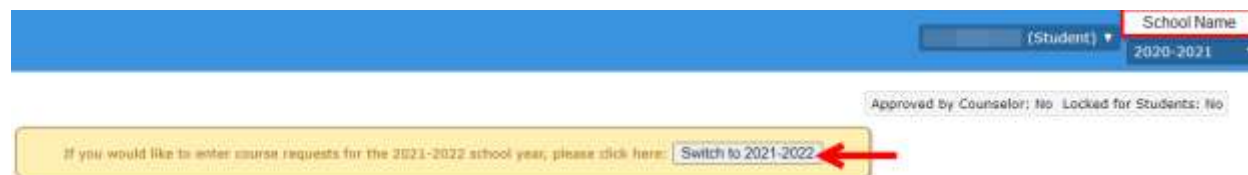
Student Guide on entering Class Requests

Login into MySDMC Single Sign On then click on the Focus icon to log into your Focus Student Portal account.

1. On home portal page click on **Class Requests** located on the left side of the screen.



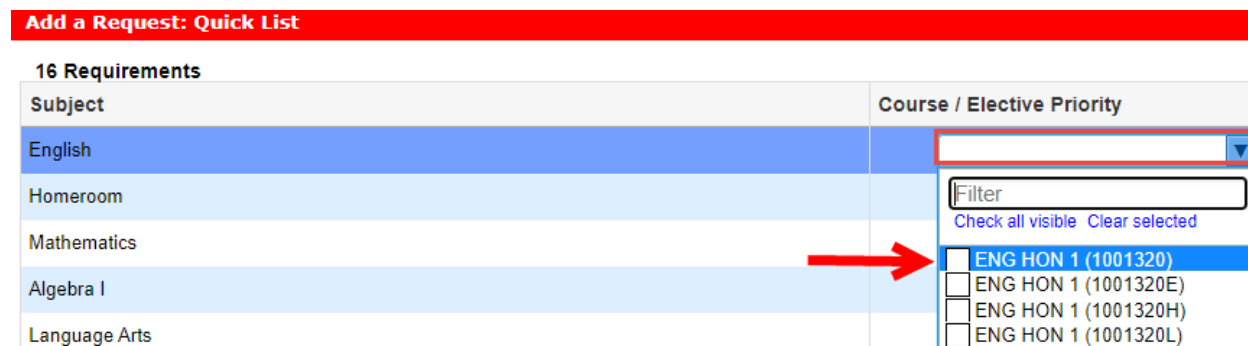
2. Click **Switch to 2021-2022** to switch to the next school year.



Students can enter requests in the **table at the top of the screen** or by using the **Quick List** at the bottom of the screen.

The **Quick List** is organized by the graduation subject.

3. To enter requests using the **Quick List**, select a course from the pull-down next to the graduation requirement.

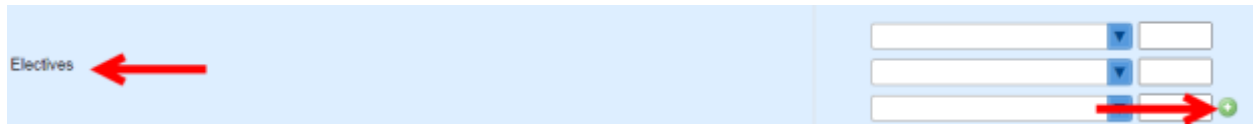


4. Go to Electives to enter the Elective and the Priority. Select the course from the pull-down menu then enter the priority 1,2,3 in the Elective Priority text box.

Student Guide on entering Class Requests



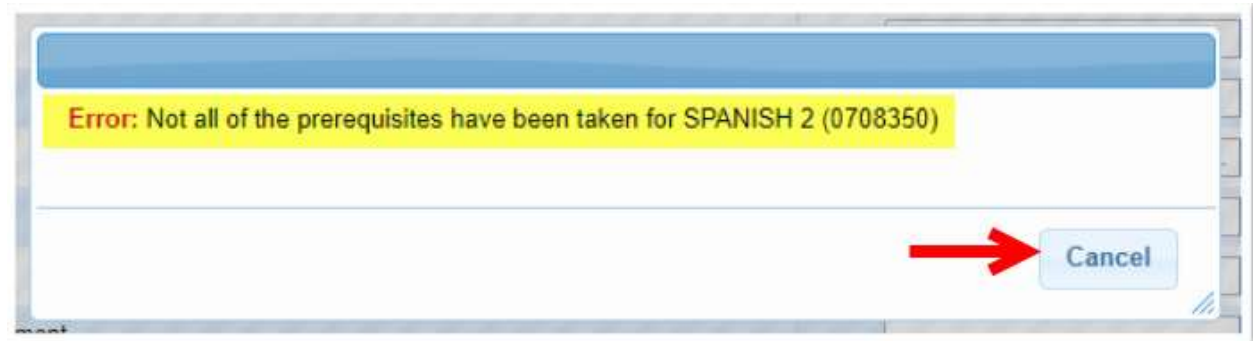
To enter an additional elective request beyond the spaces provided, click the green plus icon and enter the additional requests.



5. Once all of the courses have been selected be sure to click the Save button to save your changes.



Note: If an error is encountered, such as the prerequisites for a requested course have not been taken, a pop-up window will display with the error.








Click the Cancel button to close the message. Then change the request that caused the error. Be sure to click the Save button to save your changes. Once there are no errors, the requests are added to the table at the top of the screen. You are finished with adding your requests.

To Add Requests using the table.

6. To add requests to the table at the top of the screen, select the **Course** to request in the blank row. Be sure to press the **Enter** key to save the requests.

0 Requests And 0 Alternates
0 Credits And 0 Units


Export   Filter: OFF

<input type="checkbox"/>	Course 	Credits 	Course # 	Elective Priority 
	<input type="text"/>			<input type="text"/>

Student Guide on entering Class Requests

7. To enter Electives select the course from the pull-down menu then enter the priority 1,2,3 in the Elective Priority text box.


0 Requests And 0 Alternates
0 Credits And 0 Units

Export  Filter: OFF

<input type="checkbox"/>	Course ▾	Credits ▾	Course # ▾	Elective Priority ▾
	<input type="text"/>			<input type="text"/>

8. Press the **Enter Key** to add the request.

1 Request And 0 Alternates
0 Credits And 0 Units

Export  Filter: OFF

<input type="checkbox"/>	Course ▾	Credits ▾	Course # ▾	Elective Priority ▾
	<input type="text"/>			<input type="text"/>
<input type="checkbox"/>	M/J BAND 1 (1302000) ▾		1302000	1

9. Be sure to click the Save button to save your requests.

 Save