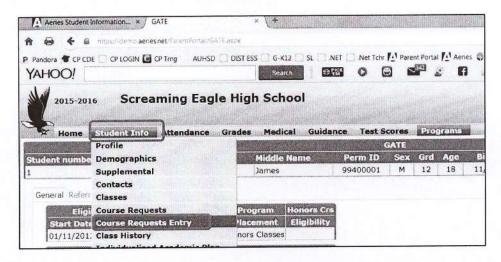## INSTRUCTIONS FOR ONLINE COURSE REQUESTS

Below are instructions to select your courses for next year. Please note the screen shots are examples only and your actual screen will have some differences, such as course titles and course numbers.
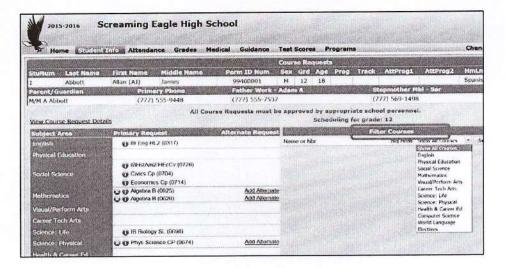
You may find standard courses have already been added to your schedule: for example, English 1 for 9th graders. There is no "Final Submit" or "Save" button; your selections are automatically saved. You may log back in during your course selection window to make as many elective changes as you like. You will not be allowed to make changes after the window has closed. Dates for selection window vary by grade.

If you are a current student, login to Aeries Web (also known as PASS) using your "auhsdschools.org " email and network password. (PASS is located on the homepage of the district's website.) Incoming freshmen login with their "auhsdschools.org" email and Verification Pass Code (VPC) also referred to as Password.
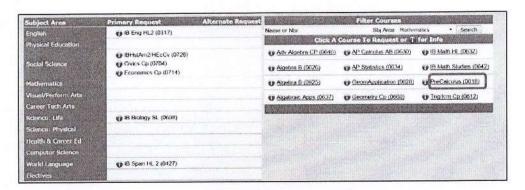
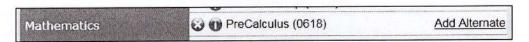1. Select Student Info and select Course Requests Entry

2. From Filter Courses, select a Subject Area.

3. Select your desired course and confirm selection when prompted or you may cancel this selection if you so choose.
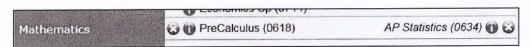

The course will be added to the left column and an "Add Alternate" option will now be available.

| Mathematics | PreCalculus (0618) | Add Alternate |

4. To make an alternate course selection, select "Add Alternate" and select the appropriate Subject Area. The box will now be highlighted in yellow and the alternate courses for that subject area will display. Make a selection and confirm selection.

5. You now have two math courses selected.

| Mathematics | PreCalculus (0618) | AP Statistics (0634) |

6. Change the subject area to make additional course selections to complete your requested schedule.