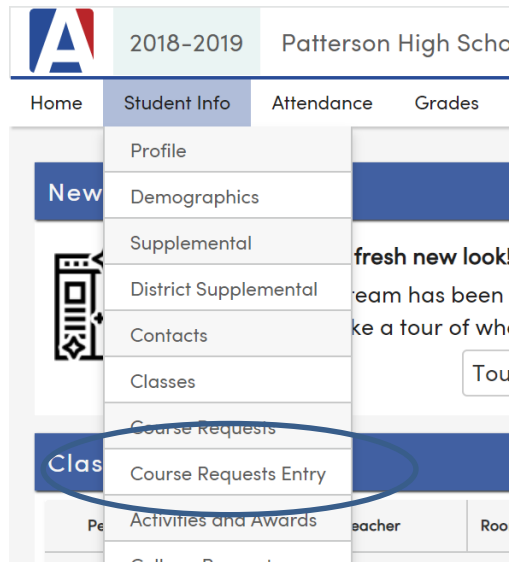


Course Requests:

A “How to” on how to Enter Courses in the Student Portal

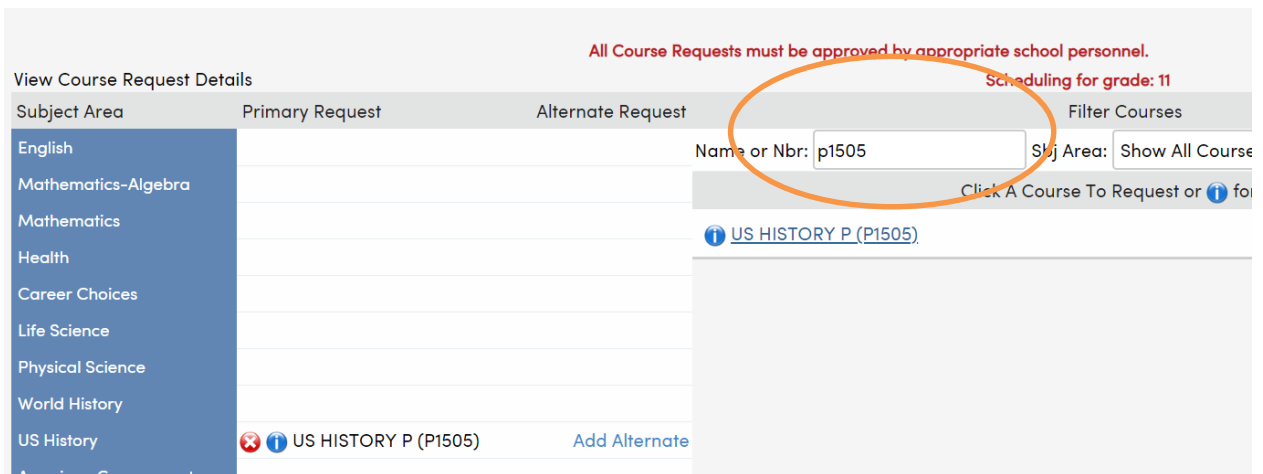
Getting Started Accessing Course Request in the Student Portal

- A. Log in to your Student Portal account in Aeries through Clever
- B. From the Welcome Page, Click on the Student Info Tab
- C. Select Course Request Entry

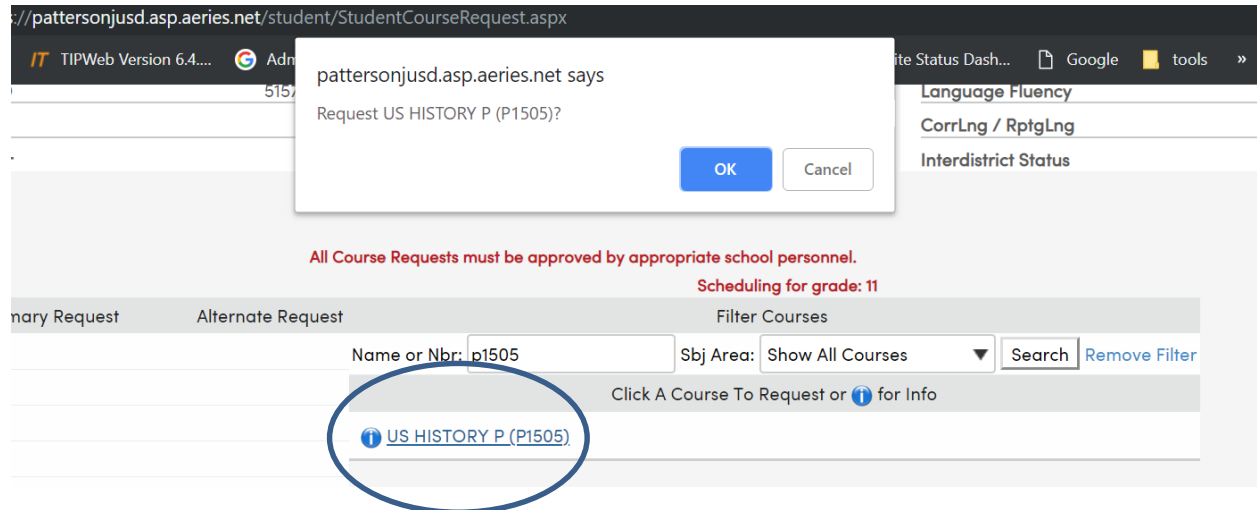


Navigating - Course Request Entry

Students can search for a course by typing in the name of the course or they can enter the Course ID Number (Ex:P1505) which is located on the student’s ballot, next to the course name.



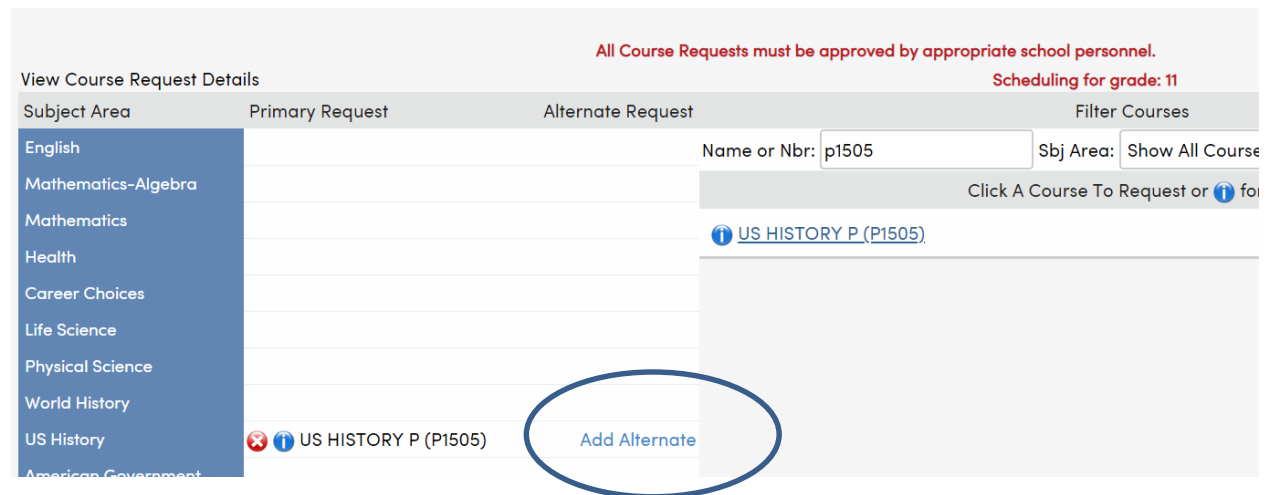
Once the course is selected double click on the course name. This message will appear, click ok.



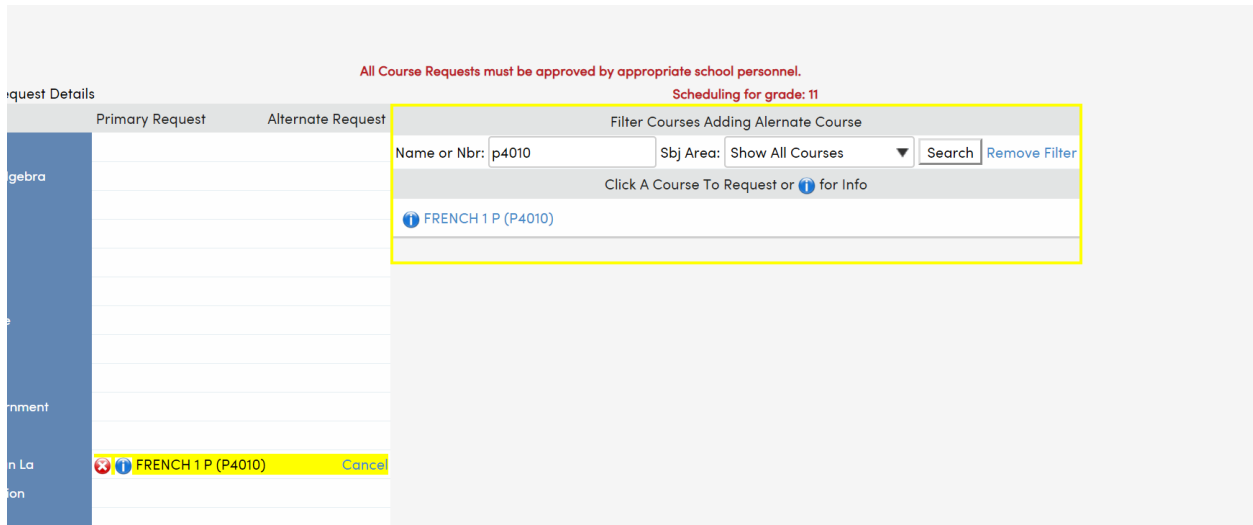
You will do this for all required courses.

Adding Electives

Same process as finding courses as above, but after adding 2 Elective courses. Each Elective course requires an alternate course.



The screen will highlight yellow and this indicates that the student can add the alternate course.



This is what the screen should look like once the student has selected primary elective and alternate course;



Remind students that counselors will be meeting one on one in the next few weeks to review ballots. Please let students know that the portal will close on February 12th at midnight.

