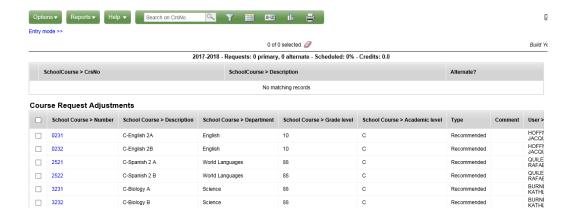
Viewing Student Requests in the Family Portal

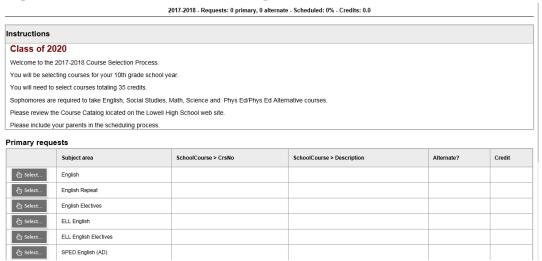
Parents can view teacher recommendations and student course requests through the Aspen Portal. The portal provides a read only view of the course recommendations and student requests. Parents cannot enter requests for students. Students enter their requests through their own portal access.

After logging into Aspen:

- 1. Click on the **Family** tab
- 2. Select student
- 3. Click on the **Schedule Side** Tab
- 4. Click on the **Requests Side** Tab



5. To view requests, click on **Entry Mode** below the Options button

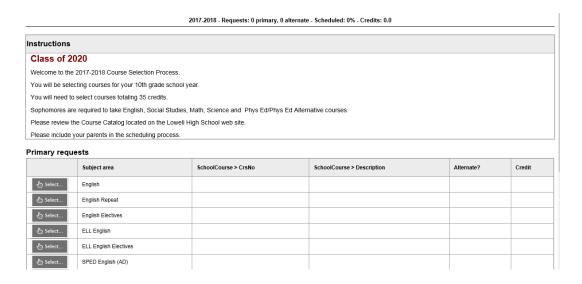


6. Click on the **Select Button** to the left of the Subject Area you want to view the courses available for a student to request.

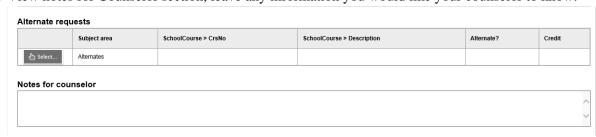
(Over)

< 1	:10 2113	→ Page Selector		0 of 18 selected	
Select	CourseNumber	CourseDescription	Summary	Prequisite	Status
	2113	H-Latin 1 A &B	Latin 1 - Honors is an accelerated course for stud		
	2123	H-Latin 2 A & B	Latin 2 - Honors begins with an accelerated review		
	2311	C-French 1 A & B	French 1 - College provides an introduction to the		
	2313	H-French 1 A & B	French 1 - Honors is an accelerated course offered		
	2321	C-French 2 A & B	French 2 - College encompasses a continued explana		
l	†				

- 7. In the pop up window, view the options check the Select box or boxes you would like to request and then click OK
 - a. Click on the Page Selector arrow above the selection area to see additional choices when there are more than 10 options. (This will only appear on classes with more than 10 choices)



- 8. Select next Category and repeat until finished.
- 9. In the Alternate Requests section, students will select up to 4 classes that will aid counselors in filling schedules for classes that cannot be filled.
- 10. View notes for Counselor section, leave any information you would like your counselor to know.



11. To view requests, click on Exit Entry Mode below the Options button at the top of the screen