

2023-2024 **Junior High** Course Request Step-by-Step Guide

The Course Requests process will be open from 7:00AM on January 20, 2023 through 11:59PM on January 31, 2023. Access will be available 24 hours a day during this time.

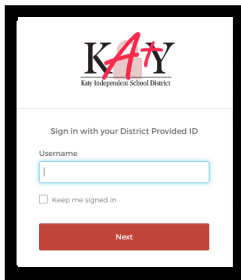
Accessing SchoolLinks to enter Course Requests

Go to www.katyisd.org

Click on the MyKaty login button in the center of the screen:



Or go to MyKaty Cloud, www.mykaty.katyisd.org and login using **Student Username and Password**



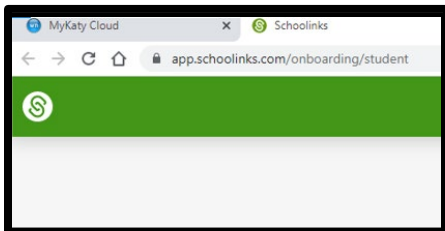
Click the search arrow



Search the word SchoolLinks and click on the Icon:



On-boarding



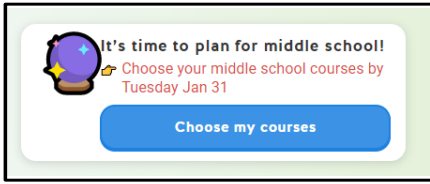
CURRENT 5th Graders: Skip this step because you do NOT have to complete on-boarding

CURRENT 6th, 7th, & 8th Graders: Complete this step if it's your first-time logging in to SchoolLinks:

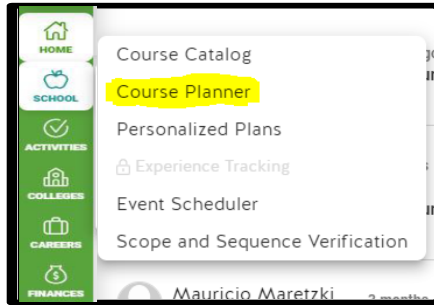
The first-time students log in to SchoolLinks, you will be prompted to complete an on-boarding questionnaire. You must complete the onboarding process now. This is a one-time process.

Entering Course Requests through Course Planner

Current 5th graders: To access the Course Planner, click the blue "Choose my courses" button on the right side of the screen



Current 6th-8th graders: Once you are in SchoolLinks, click on the School Icon (apple) in the menu bar on the left. Then, select course planner:



Course Planner will be grayed-out at this time. It will become active January 20th-31st.

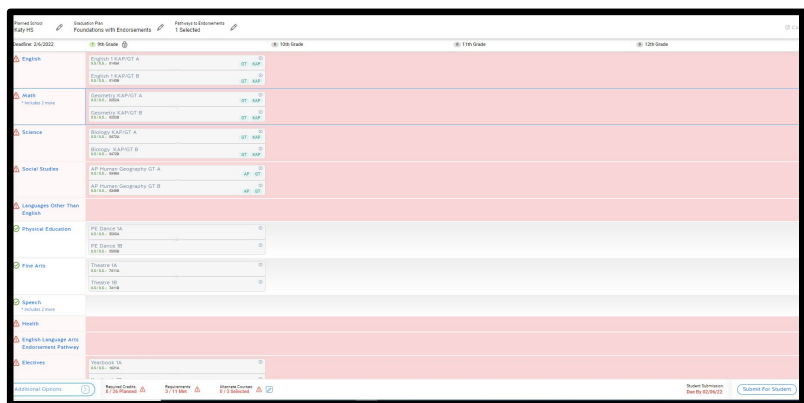
This will direct you to the course planner summary.

Current 5th graders: The Course Planner screen will show courses that have been preloaded for the upcoming school year. Please note you will have access to plan your courses for all remaining junior high years. **However, your main focus should be on correctly completing course selection for the upcoming school year.**

Current 6th & 7th graders: The Course Planner screen will show the courses the student has already completed. It will also include courses that have been preloaded for the upcoming school year. Please note you will have access to plan your courses for all remaining junior high years. **However, your main focus should be on correctly completing course selection for the upcoming school year.**

Current 8th graders: The Course Planner screen will show the courses the student has already completed. It will also include courses that have been preloaded for the upcoming school year. Please note you will have access to plan your courses for 9th - 12th grade. While your main focus should be on correctly completing course selection for the upcoming school year, you are encouraged to fill out as much of the four-year plan as possible.

***Students will review/edit requests each school year.**



Make your selections until requirements are met. **Then submit plan.** 2023-2024 course requests will be finalized during your individual course selection meeting with your counselor.