

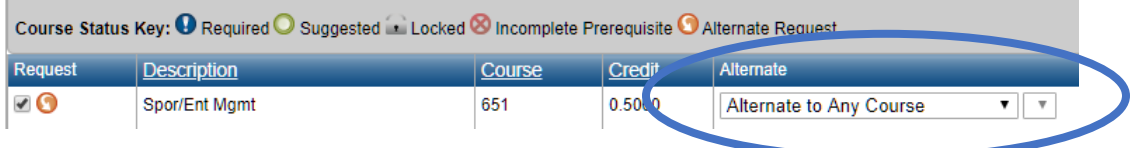


ONLINE COURSE REQUEST INSTRUCTIONS

- Log into Home Access Center: <https://pldhomeaccess.spihost.com>
- Click **Classes** then **Requests**

- For **each Department** click **Edit**. For example, English:
 
- Select the course. For example, English 3 Lang AP:

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Eng 3 Lang AP	139	1.0000	--- Make Course an Alternate --- ▼
<input type="checkbox"/>	English 4 CP	142	1.0000	--- Make Course an Alternate --- ▼
<input type="checkbox"/>	Creat Writing 2	168	0.5000	--- Make Course an Alternate --- ▼

 - ✓ Some courses may not be available if you did not take the prerequisite. For example, English 4:
 - ✓ Semester long courses together will become available if selected in sequence. For example, Creative Writing 2 is unavailable until you select Creative Writing 1:
 - ✓ Click when finished
- Repeat this process for all required departments.
- Choose your alternates. For example, Painting 1 in the Art Department.
 - ✓ Remember to adjust the Alternate column as shown below:

Support: Log a trouble ticket or contact HAC at hac@parklandsd.org