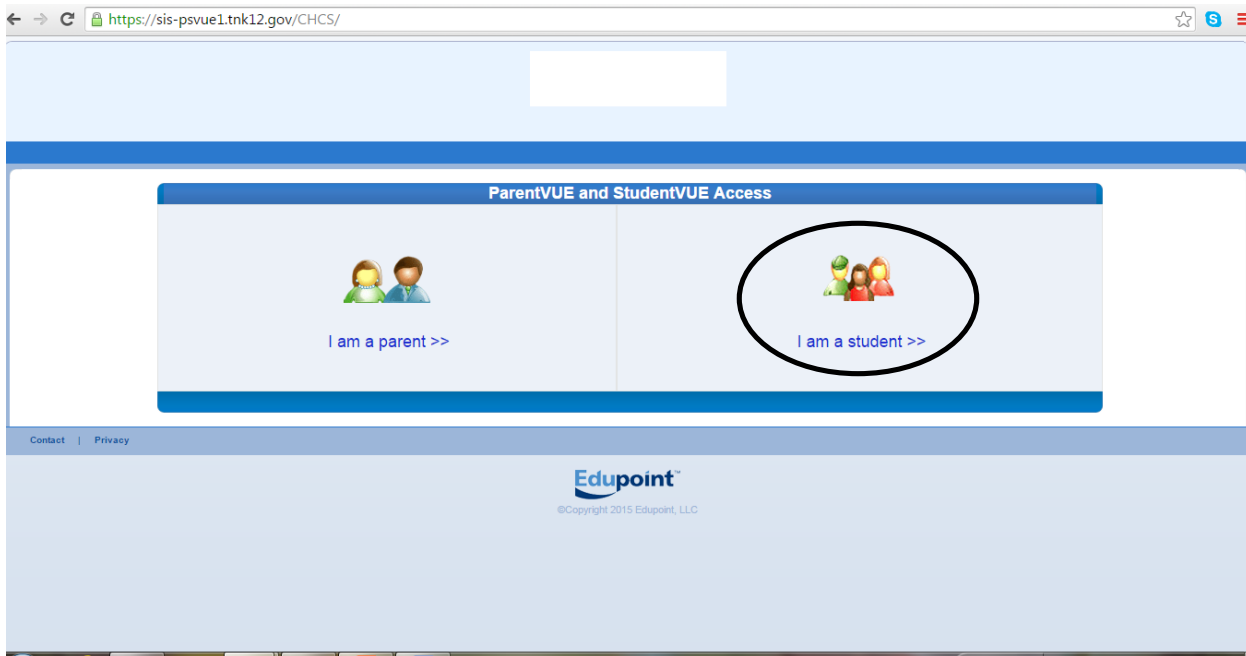


Enter <https://sis-psvue1.tn.k12.gov/CHCS>

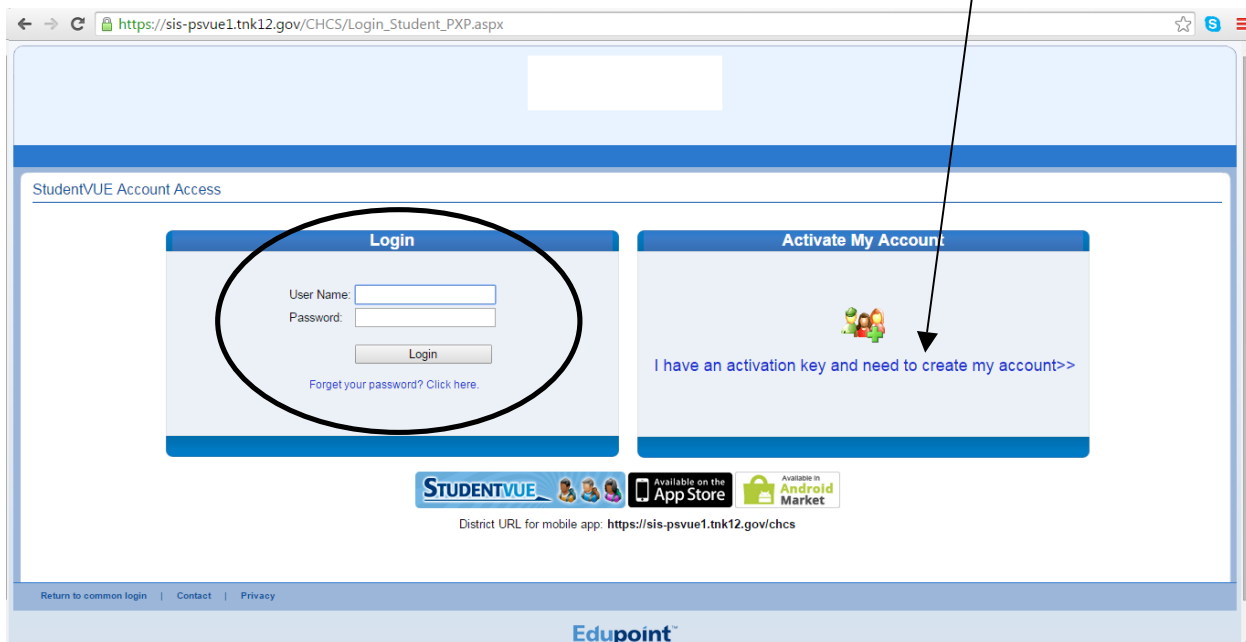


Select "I am a Student"

Page will load with user name and password.

Remember: You created your user name and password during the activation process. You can only log in after you have activated your account with the activation key provided to you.

Click here if you haven't activated



Select your Course Request

Home My Account Help Logout Good morning, Scarlett Tull, 4/13/2015

COURSE REQUEST
Counselor: Darlene Goff

Chester County High School (731-989-8125)
2015-2016 School Year, Grade: 12
Welcome to Online Course Request. The window will be open for one week.

Selected Course Requests
Click here to change course requests Lock Course Requests

Selection Time Period: 2/9/2015 - 4/15/2015

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	Business	Personal Finance	4701			0.500		
2	English	College English	1320			1.000		
						1.500	Total	

Alternate Elective Requests (in preference order)
No alternate course requests have been selected or assigned.
Click here to change course requests Lock Course Requests

Graduation Status Summary
No Graduation Status Defined

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Then select "Click here to change course request" about half way down

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COURSE REQUEST SELECTION
Counselor: Darlene Goff

Chester County High School (731-989-8125)
2015-2016 School Year, Grade: 12

Selected Course Requests
Click here to return to course request summary

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	Business	Personal Finance	4701			0.500		
Remove	2	English	College English	1320			1.000		
						1.500	Total		

Alternate Elective Requests (in preference order)
No alternate course requests have been selected or assigned

Department:

Course Title:

Course ID:

Elective:

Coll Prep:

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Then you can search for classes by their "Course Title" (i.e. Spanish)

Enter desired course name and select "Search Courses"

The screenshot shows the 'COURSE REQUEST SELECTION' page for a student at Chester County High School. The 'Selected Course Requests' table is as follows:

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	Business	Personal Finance	4701			0.500		
Remove	2	English	College English	1320			1.000		
							1.500	Total	

The 'Alternate Elective Requests' section shows two options:

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
	1	Math	AP Calculus	2710			2.000		
	2	Math	Pre-Calculus	2700			1.000		

Annotations in the image include a circle around the 'Click here to move selected requests to Selected Course Requests' button and another circle around the radio button for 'Request' for the Pre-Calculus course.

This Student wants pre-calculus as a 'request' and keeps the default action as 'none' for AP Calculus. Once action is selected click the button "Click here to move selected requests to selected Course Request"

The screenshot shows the updated 'COURSE REQUEST SELECTION' page. The 'Selected Course Requests' table is now:

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	Business	Personal Finance	4701			0.500		
Remove	2	English	College English	1320			1.000		
Remove	3	Math	Pre-Calculus	2700			1.000		
							2.500	Total	

Annotations in this image include a circle around the 'Click here to return to course request summary' button at the top right and another circle around the '2.500' total credit value.

Make sure you have total 8 credits selected, as well as, 2 alternatives.

When you are finished you need to 'review and LOCK' your choices. Click at the top: "click here to return to course request summary'.

Once courses are reviewed, click at the top "Lock Course Requests" Once locked you cannot make any changes.

Home My Account Help Logout
Good afternoon, Scarlett Tull, 4/13/2015

COURSE REQUEST
Counselor: Darlene Goff

Chester County High School (731-989-8125)
2015-2016 School Year, Grade: 12
Welcome to Online Course Request. The window will be open for one week.

Selected Course Requests
Click here to change course requests Lock Course Requests

Selection Time Period: 2/9/2015 - 4/15/2015

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	Business	▶ Personal Finance	4701			0.500		
2	English	▶ College English	1320			1.000		
3	Math	▶ Pre-Calculus	2700			1.000		
						2.500	Total	

Alternate Elective Requests (in preference order)

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
No alternate course requests have been selected or assigned.								

Click here to change course requests Lock Course Requests

Graduation Status Summary
No Graduation Status Defined

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