Welcome to Synergy StudentVUE Online Course Request

Please follow the directions below to sign on to StudentVUE where you will be able to view and make changes to your courses requests for the new school year.

1. Go to URL:
   a. Open Internet Explorer or your selected browser.
   b. Type the URL as provided by your school in the address bar of your browser.
   c. <ENTER>
   d. The StudentVUE login window displays.

2. Login in to StudentVUE
   a. Type in your user name and password as provided to you by your school.
   b. Click Login. The home page of StudentVUE displays.
3. Review and enter course requests.
   a. Click on **Course Requests tab** in the Navigation bar on the left side of the **StudentVue** window. The **Course Request** window displays.

4. To make changes to course requests, click on the option **Click here to change course requests**. The Course Request Selection window displays.

5. Course requests may have been assigned to you by school staff to assist in meeting your graduation requirements. These course requests may be locked to where they cannot be changed or removed.
6. Some course requests selected for you may be removed only if the **Remove** button is next to the course.
   a. Click the **Remove** button to remove the selected course request.

7. Select additional course requests as directed by your school.
   a. Find course requests using any of the available options. Options available may be **Course Title**, **Course ID**, **Department**, **Elective**, **Credit** and **College Prep**.
   b. Click **Search Courses** button. Find course requests using any of the available options. Options available may be **Course Title**, **Course ID**, **Department**, **Elective**, **Credit** and **College Prep**.
c. A list of courses that meet the criteria selected displays.

d. Select the courses by clicking on the action button for the selected courses. Select Request if the course is a course request and select Alternate if the course is an alternate course request.

**Note:** Alternate course requests should be selected in priority order with the first alternate request selected first, etc.

e. Click the **Click here to move selected requests to Selected Course Requests** button.
f. Continue with this process until all additional course requests are selected.
g. Click the option **Click here to return to course request summary** at the top of the Course Request window. This will return you to the course request summary window.

8. Lock the course requests when complete with the course request selection process. This will inform the school that you have completed all your selections.
   a. Click the **Lock Course Requests** button at the top right of the course request window.
   b. If a password is required, input the password in the **Password** field above the **Lock** button. It may be required that a counselor inputs the password.

9. Click the **Logout** button at the top right of the StudentVUE window.