

# Junior High School Course Request Step-by-Step Guide

## Accessing SchoolLinks to enter Course Requests

Go to [www.katvisd.org](http://www.katvisd.org)

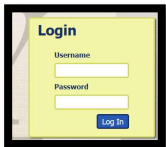
Click on the MyKaty login button in the top right corner:



Click on the home MyKaty button again



Or go to MyKaty Cloud, [www.mykaty.katvisd.org](http://www.mykaty.katvisd.org) and login using Student Username and Password



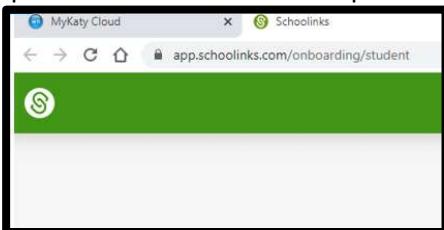
Click the search arrow



Search the word SchoolLinks and click on the Icon:

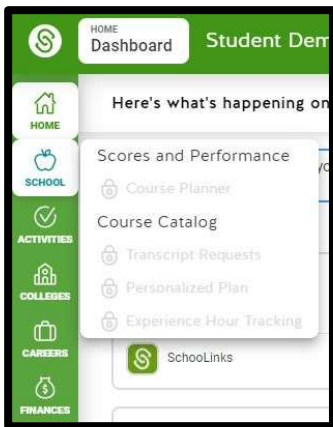


The first-time students log in to SchoolLinks, you will be prompted to complete an on-boarding questionnaire. You must complete the onboarding process now. This is a one-time process.



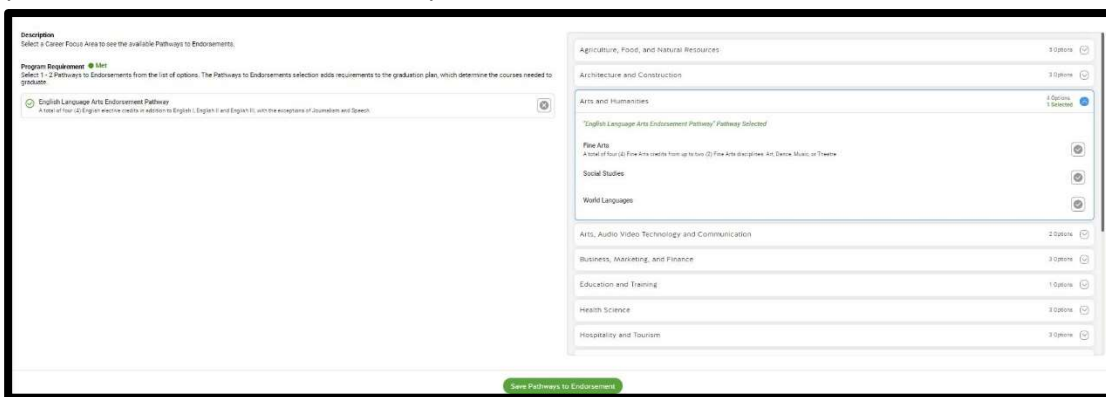
## Entering Course Requests through Course Planner

Once you are in SchoolLinks, click on the School Icon (apple) in the menu bar on the left. Then, select course planner:



Course Planner appears grayed-out in this picture. It will be active February 3<sup>rd</sup>-February 7<sup>th</sup>.

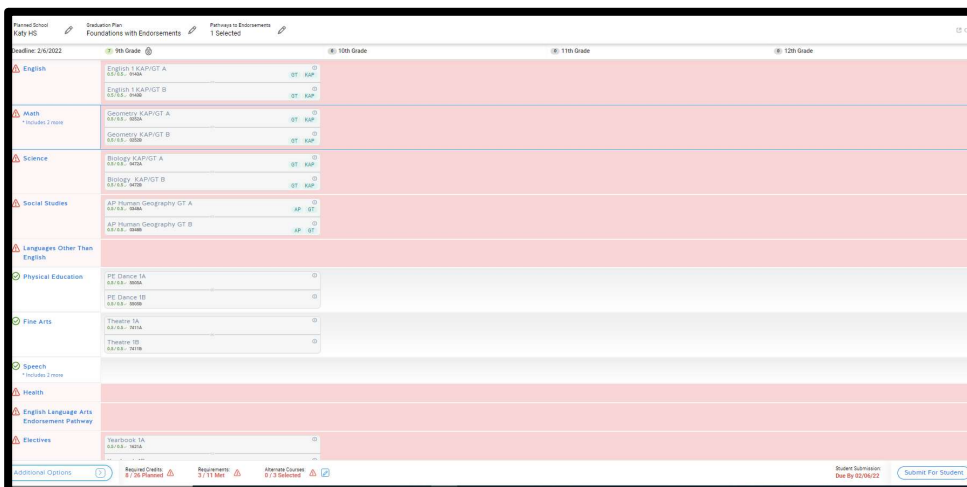
You will be prompted to select a pathway the first time you use course planner. Select the pathway that best matches your interests. Click on save Pathway to Endorsement.



**This will direct you to the course planner summary.**

All classes the student has completed and is currently enrolled in will already appear in the summary. Click on each subject to add or view course requests for each specific department. Please note you will plan your courses for all your remaining junior high years if in 6<sup>th</sup> or 7<sup>th</sup> grade and you will complete a four-year high school plan if in 8<sup>th</sup> grade.

**\*Students will review/edit request each school year.**



Make your selections until requirements are met. **Then submit plan.** 2022-2023 course requests will be finalized during your individual course selection meeting with your counselor.