

1. Your parent needs to log in to their RDS Parent Access Account
 **If you cannot remember your RDS Parent Access username/password, please contact rdsparent@lcsmail.com. Counselors DO NOT have access to your user name/password.
2. Under your student's name, click "Request Courses"

Doe, John
REQUEST COURSES
 Grade 08
 Kahler Middle School
 Fees Due: \$174.36
 Pay Now
 View: TestParent

Welcome to RDS Parent Access
 You are logged in as **Lake Central Guidance Dept**. Your last failed login attempt was: **11/9/2011 11:13:57 AM**
 Click the name of a student to the left to view that student's information.

[add a student](#) [account settings](#)

Click **Add a Student...** if you have additional activation codes that you would like to enter. Each activation code gives you access to an additional student. Click **Account Settings** to view or change your personal information or change your password.

Messages
 All Schools
 RDS USES OUTLOOK EXPRESS AS A DEFAULT MAIL CLIENT. TO EMAIL YOUR CHILD'S TEACHER, IF YOU DO NOT USE OUTLOOK, YOU WILL NEED TO COPY THE EMAIL ADDRESS AND THEN PASTE IT INTO YOUR OWN EMAIL ACCOUNT AND SEND IT THAT WAY (ie. Yahoo, ATT, AOL, etc.) Otherwise, it will appear that we are receiving your email and actually never receive it!

3. Required courses for your student's grade level will already be in the schedule.
4. To add an elective, find the subject box. Choose a subject from the drop down menu, then choose a course from the drop down menu. Once you have chosen the subject and course you wish to add, click the "Add Course" button. Your choice should appear in the schedule grid.

Next >

Current Grade: 08 GPA: 3.87772 Credit: 41.5 Attempt: 39.5
 Next Year Grade: 09 Rank: 0 / 0 Points: 153.17

Your Completed Courses **Requested Courses** **Fall**

Subject: ART
 Course: A11010 - Art I
 Length: Entire Year
 Alternate?: not an alternate
 Help Add Course

Semester 1 **Semester 2**

SPT
 Art I
 English 9
 GeogHisWld
 Alg I 9
 Biology
 Phy Ed 1 Phy Ed 2
 (open)
 (open)

Here, we chose to add Art I.

5. Once you have added your electives, make sure you choose alternates for **each** elective.
6. To add alternates, choose the subject, course, and under Alternate?, choose which class you would like this course to be an alternate for. Then press “Add Course”. A blue “A” will appear next to the course you chose an alternate for. Please remember that all electives are subject to course availability. Additional alternates can be added to the “Notes” section (make sure to click “Save Notes”).

For example, if we would like to add Accounting I as an alternate for Art I, a blue “A” will show

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Next Year Grade: 09	Rank: 0 / 0	Points: 153.17	

Your Completed Courses	Requested Courses Fall																												
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Subject</td> <td>BUSINESS</td> </tr> <tr> <td>Course</td> <td>B21810 - Acct I</td> </tr> <tr> <td>Length</td> <td>Entire Year</td> </tr> <tr> <td>Alternate?</td> <td>not an alternate</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="Help"/> <input type="button" value="Add Course"/> <input style="font-size: 12px; border: none; background: none; padding: 0 5px;" type="button" value="?"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 50%; padding: 5px;">Semester 1</th> <th style="width: 50%; padding: 5px;">Semester 2</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">✘ SPT</td><td></td></tr> <tr><td style="padding: 5px;">✘ A Art I</td><td></td></tr> <tr><td style="padding: 5px;">✘ English 9</td><td></td></tr> <tr><td style="padding: 5px;">✘ GeogHisWild</td><td></td></tr> <tr><td style="padding: 5px;">✘ Alg I 9</td><td></td></tr> <tr><td style="padding: 5px;">✘ Biology</td><td></td></tr> <tr><td style="padding: 5px;">✘ Phy Ed 1</td><td style="padding: 5px;">✘ Phy Ed 2</td></tr> <tr><td style="padding: 5px;">(open)</td><td></td></tr> <tr><td style="padding: 5px;">(open)</td><td></td></tr> </tbody> </table> </div>	Subject	BUSINESS	Course	B21810 - Acct I	Length	Entire Year	Alternate?	not an alternate	Semester 1	Semester 2	✘ SPT		✘ A Art I		✘ English 9		✘ GeogHisWild		✘ Alg I 9		✘ Biology		✘ Phy Ed 1	✘ Phy Ed 2	(open)		(open)	
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7. In the “Notes or Special Requests” section, you can add notes to your child’s counselor. This is where you would indicate your intention to take Honors or AP level courses, more elective choices, courses you wish to take in summer school, or anything else you want your child’s counselor to know.

*You **MUST** press “Save Notes”, or the counselor won’t get your note!!!

We **CANNOT and **WILL NOT** honor any requests for teachers, lunch hours or hours of classes.

8. Your child’s counselor has the ability to make changes to your child’s schedule and/or comment on any and all notes that you write to her, letting you know whether or not your requests can or will be honored.

9. Once you have added all of your elective courses and written your child's counselor any pertinent notes in the "Notes" section, you need to submit the schedule.

10. Find the "Next" button on the top right hand side of the page. Click this button.

The screenshot shows a user interface for a student named John Doe (ID: 1234567). At the top, there is a text box containing the name and ID. To the right, a "Next >" button is highlighted with a black arrow. Below this, a summary of the student's academic record is displayed: Current Grade: 08, GPA: 3.87772, Credit: 41.5, Attempt: 39.5, Next Year Grade: 09, Rank: 0/0, and Points: 153.17. The main area is divided into two sections: "Your Completed Courses" (which is currently empty) and "Requested Courses" (Fall semester). The "Requested Courses" section includes dropdown menus for Subject (ART), Course (A11700 - Adv Ceram1), Length (Entire Year), and Alternate? (not an alternate). There are "Help" and "Add Course" buttons. Below the requested courses, there is a table showing completed courses for Semester 1 and Semester 2. Semester 1 includes SPT, English 9, GeogHisWld, Algebra I, and Biology. Semester 2 includes Phy Ed 1 and Phy Ed 2.

Your Completed Courses		Requested Courses	
		Fall	
		Subject	ART
		Course	A11700 - Adv Ceram1
		Length	Entire Year
		Alternate?	not an alternate
		<input type="button" value="Help"/> <input type="button" value="Add Course"/> <input type="button" value="?"/>	
Semester 1		Semester 2	
<input checked="" type="checkbox"/>	SPT		
<input checked="" type="checkbox"/>	English 9		
<input checked="" type="checkbox"/>	GeogHisWld		
<input checked="" type="checkbox"/>	Algebra I		
<input checked="" type="checkbox"/>	Biology		
<input checked="" type="checkbox"/>	Phy Ed 1	<input checked="" type="checkbox"/>	Phy Ed 2

11. To submit the schedule, please click the "Submit Course Requests" button. Once you submit the schedule, you will no longer be able to make any changes, however, your child's counselor will still be able to make changes as necessary or as requested.

The screenshot shows the "Submit Course Requests" page for John Doe (ID: 1234567). The page title is "Submit Course Requests". Below the name and ID, there is a message: "Click the Submit button below to submit your course requests. Note that after you submit, you can view course requests but you will not be able to change them." At the bottom of the page, there are three buttons: "< Back", "Submit Course Requests" (highlighted with a black arrow), and "Submit Registration". The footer of the page includes the text "copyright 1985 to 2011 Regional Data Services" and the "RDS" logo.