

Student Connection Course Request Directions

1. Open your **browser** such as **Internet Explorer**
 - a. Go to the Pennfield Home Page at <http://www.pennfield.net>
 - b. Go to the **Student Connection** link
(<https://student.calhounisd.org/pennfield/studentconnect/>)
2. Log into your **Student Connection** account
 - a. Type in your student **Identification #** and password (Your ID and Password should be the same number)
 - b. Click on the **Logon** button
3. Change the **School Year and Building**
 - a. Click on the **down arrow** next to the **School** box in the upper left hand corner
 - b. Choose **Pennfield High School (T 3001 09/10)** from the drop down box
4. Begin your session
 - a. Click on the **Requests** button
 - b. Click on Add/Delete Button
5. To see a **Description** of a course
 - a. Highlight the course name in the **Courses Offered** box
 - b. Click the **Description** button
 - c. Click on the **Close** button when you are finished reading the description
6. Make **Course Requests**
 - a. Add a course by highlighting the course name in the **Courses Offered** box
 - b. Double click the course name to move it to the **Student Course Requests** box
7. Remove a course
 - a. Click once on the “red mark box” next to the course name
8. **Do Not** Add Anything to the **Alternate For** fields
9. Print your **Student Course Requests** Final Copy
 - a. **Right** click your mouse somewhere on the **Student Course Request** column
 - b. Choose **Print** from the pop-up menu
10. Log off of your account
 - a. Click on the words **Sign Out** in the upper right hand corner of the screen when you are ready to log off the system
11. **Print and sign your name** on the printed **Student Course Requests** sheet
12. Have one of your **parents sign** the **Student Course Requests** sheet and return to guidance office.