eSchoolData STUDENT PORTAL CREATING COURSE REQUESTS

Students will be able to view and create course requests on the eSchool Student Portal.

- Students will log into the Student Portal
 <u>https://esdstudentportal.lhric.org/DobbsFerry</u>
 - username: student ID # (include zeros at the beginning if necessary)
 - o default password if they never accessed their account: student505
- Click on the Course Request tab.
- All existing course requests will be displayed.

To add a New Course Request:

- Click on the **New Request** button
- Select a **Course** from the drop down menu Click on **Save**

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Notes to Students:

- Your teacher recommended courses for the next school year will appear in your account under the **Course Requests** tab.
- Both students and parents can create new course requests, **but cannot remove** a teacher recommended course.
- If you would like to choose a course other than what was recommended for you, please enter your desired course. Please know that both courses will appear in your request until you meet with your counselor.