

# 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**  
<https://esdstudentportal.lhric.org/DobbsFerry>
  - username: student ID # (include zeros at the beginning if necessary)
  - 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**

The screenshot shows the eSchool Student Portal interface. At the top, there's a navigation bar with tabs: Profile, Attendance, Schedule, Transcript, Report Card, Course Request (selected), Gradebook, and Progress Report. Below the navigation bar, there's a 'Student Information' section with fields for First Name, Middle Name, Last Name, ID Number, Grade, and Gender. Below that is the 'Course Request' section. It features a table with columns: Course#, Course Name, Department, Subject, and Comments Alternate Course. The table lists several courses, including IB English HL-Year 2, IB 20th Cnt History HL-Year 2, IB Chemistry SL, Science Research Yr 3, IB Biology SL, IB Spanish SL-Year 2, Phys Ed, IB TOK-Year 2, and IB Math HL -Year 2. Some rows have a red 'X' in the first column. Above the table, there are two tabs: 'Pending Approved Requests' (highlighted with a red box) and 'Approved Requests'. To the right of the table is a 'New Request' button (also highlighted with a red box).

## 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.