

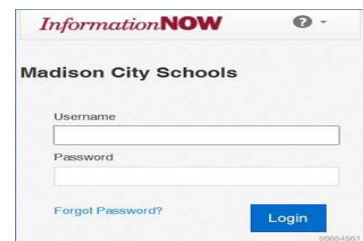
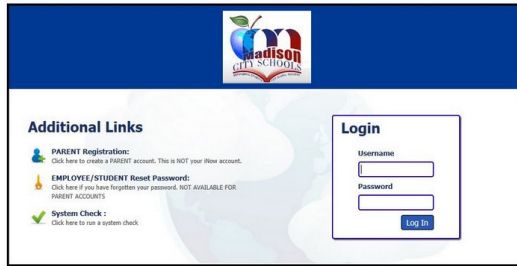
Instructions for Entering Student Course Requests in iNOW

Go to **BJHS Website** <http://bjhs.madisoncity.k12.al.us/> & click **Enter Student Course Requests icon**

OR

<http://gateway.madisoncity.k12.al.us>

Students LOGIN with **school** username/password **AND** Students LOGIN with **iNOW** username/password



Once iNOW opens, be sure you are on the **School/Academic Session 2014-15** on the upper right.

Click the **Requests** link on the left.



You will see the screen below. To insert a new request, click the round **Add** symbol.

Course Requests for Bob Jones High School 2015-16

To add a request, click the **Add** button to search for courses.

To delete a request, select a course from the list and click the **Delete** button.



Type in **COURSE NUMBER ONLY** –click **SEARCH**. Leave the fields marked with an **X** **BLANK**

Search

Course Number Course Name

Course Type Starting Grade Ending Grade

School Category

Select the course by **clicking on the square** to the left of the course title and **click ADD**.

Results

<input type="checkbox"/>	Course Number	Course Name	Status	Sections
<input checked="" type="checkbox"/>	200005	English, Grade 9	Pending*	

* Pending= waiting for counselor approval. Once a course has been approved by your assigned counselor, - you will no longer be able to delete it or make changes to your course requests.

- Enter a total of **8.0 credits**.
- **ALTERNATE COURSES are not** entered into iNOW. **WRITE** them on your course request form on the lines provided **IN YOUR PREFERENCE ORDER**.

COURSES YOU ENTER INTO iNOW MUST MATCH COURSES ON COURSE REQUEST FORM.

(if courses do not match – we will use the course request form)

*April 17, 2015 is the last day to change course requests
for the 2015-16 school year schedule.*

*Schedule changes after April 17, 2015
will only be made for scheduling errors.*
