

Schedule Request Instructions for James Clemens High School

Login:

1. Go to JCHS Homepage: <http://jchs.madisoncity.k12.al.us>
2. Click on the **Information Now** tab on the right side of page.



3. Or go directly onto the iNOW login page: <http://sis.madisoncity.k12.al.us>
4. Log in using your iNOW information.
5. Once logged in, follow the instructions below:

Schedule Requests

Once logged on to iNOW, click the *Requests* link on the left.

1. To insert a new request, click the round blue **Add** symbol.
2. Type in the first 2-3 letters of the course name only (per course catalog) and click the word **SEARCH**. Do not type in the course number, course type, grade level or school category fields- leave them blank.
****For all sport PE classes – type in LIF
3. Select the course by clicking on the square to the left of the course title and then click **ADD**. Requests are automatically entered as P (Pending) until approved by your counselor.
4. Pending or Rejected requests can be deleted by selecting the course(s) and clicking **Delete**. If you make an error – use the round red delete symbol and re-enter a different course.
5. Once a course has been approved - you will no longer be able to delete it or make changes to your course requests. **You have until March 24 to make any changes to your requests.**
6. You need to enter a total of **8.0** credits. Remember some courses are **9** weeks and only count as **0.5** credits.
7. Alternate courses are not entered into iNOW...you need to write them on your course request form on the lines provided.

Schedule Request Instructions for James Clemens High School

Adams, Any Louise > Student Information > Requests

Click to add a new request

<input type="checkbox"/>	Course	Term (s)	Start	Required	Type	Pre Sect	Pre Staff	Status
<input type="checkbox"/>	Business Principals & Applic			No	Primary			A
<input type="checkbox"/>	College Prep English			No	Primary			A
<input type="checkbox"/>	Coop			No				P
<input type="checkbox"/>	English 12			No	Alternative			A
<input type="checkbox"/>	Forensics			Yes	Primary			A
<input type="checkbox"/>	JAVA Programming 2			No	Primary			A
<input type="checkbox"/>	Linear Algebra			No	Primary			A
<input type="checkbox"/>	PE			No	Primary			A
<input type="checkbox"/>	Senior Research Project			No	Primary			A

Porter, Anna Baxley > Student Information > Requests > Course Search

Search

Course Number: _____ Course Name: _____
Course Type: _____ Starting Grade: _____ Ending Grade: _____
School Category: _____

Search Cancel

Results

<input type="checkbox"/>	Course Number	Course Name	Course Type	Sections
<input type="checkbox"/>	280032	Instrumental Level I, 1/2credit	FINE ARTS	2
<input type="checkbox"/>	280039ac	Instrumental Technique & Music	FINE ARTS	0
<input type="checkbox"/>	280034	Instrumental Level II, 1/2credit	FINE ARTS	0

Add Cancel

© 2012 Software Technology, Inc. All Rights Reserved. [Terms of Use](#)

**BE SURE THAT THE COURSES YOU ENTER INTO iNOW
MATCH
THE COURSES ON YOUR COURSE REQUEST FORM.**

**March 24, 2017 - LAST DAY to
make/change course requests for the
2017-2018 school year.**