

EACS 2010/11 Student Course Planner Guide

1. Open Internet Explorer, type <http://www.eacs.k12.in.us> in the address bar to go to EACS Home webpage. Left click on the **Students** link from the bottom of the left-side listing.
2. Left click on “**Course Planner**” which will appear to the right of the **Students** link. Your computer should have the most recent version of Adobe FLASH Player software from www.macromedia.com.
3. Enter “**User Name**”
“User Name” is established as the first 15 characters of your last name and the first 3 letters of first name. User Name is NOT case sensitive! **Refer to “User Name Help” directions.**
Example: Kimberly Peterson – User Name: PetersonKim
4. Enter “**Password**”
Password is your student id number. Example: 7600000
5. Left click on “**LOGIN**” button.
6. Password will expire after you have successfully logged in. Enter current “**Password**” (as defined in Step 4 above), create a “**New Password**” and type again in “**Repeat New Password**” field.
7. After you have entered a new password, left click on “**Change Password and Login.**”
8. The top area of the screen will display your current/next year grade levels. GPA and class rank are calculated at the end of each Trimester.
9. The Course Planner provides a summary of (screens left side) “Your Completed Courses” (transcript), as well as those currently “in progress.”
10. To select courses for next school year, go to the “Requested Courses” area on the right side of screen and select the applicable department. To do so, left click on the “**Subject**” drop down menu.
11. Click on the “**Course**” drop down menu and select a Course (displayed alphabetically by course title). Not all classes may be offered at your grade level.
12. The “**Length**” of the course has been predefined by your school.
13. Left click on the “**Add Course**” button to add the course to the course request area. Left clicking on the “Red X” next to a selected course will remove the course from your selection.
14. Repeat Steps 10–13 to add courses until all slots have been filled for all semesters.
15. Alternates for courses may be chosen by selecting the “Subject” drop down and “Course” drop down menu. Next select in the “Alternate?” drop down and choose the course you want to be represented as an alternate. Left click on “Add Course” to save this course as an alternate. A blue “A” will be next to the course you asked the alternate to represent. Left clicking on the blue “A” will remove this course’s alternate.
16. Special notes to your Guidance Counselor may be added at the bottom left “Notes or Special Requests” area. Type in the note and left click on “**Save Notes**” button.
17. Left click on “**Logout**” (top right corner) when all courses have been selected.

*If parent is approving, after all courses have been added left click on Parent Approval. If student logs out, parent/student can login and approve the course selection. After parent and counselor approval has been granted NO changes can be made through the Course Planner.