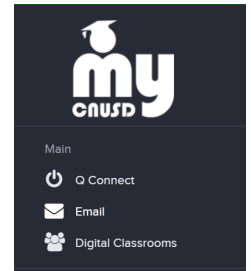# STUDENT ONLINE COURSE REQUEST

1. In order to gain access to Q from home you will need to go to the [Raney Int homepage](#), click on **MyCNUSD** and sign in using your username (id number) and password you use to log in at school.
2. Once you sign in you will be able to access Q Connect, Email, Digital Classrooms, and other web-based tools.
3. Click on Q Connect and follow the directions below in order to complete your course selection online.

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4. SELECT THE **FUTURE TRACK/SCHOOL**
5. SELECT **REQUESTS** ON THE LEFT NAVIGATION
6. SELECT THE **ADD/EDIT REQUESTS LINK** ON THE RIGHT HAND SIDE

7. **REQUIRED COURSES** WILL ALREADY BE POPULATED
8. SELECT THE DESIRED COURSE(S) ON THE LEFT SIDE AND **CLICK ADD SELECTED CLASS**
   - ***ALTERNATES:*** *Select the alternate course you want and repeat the steps above, then reference the class it should be an alternate for in the drop down*

    ☐ **WILL DELETE REQUESTS**

9. WHEN FINISHED, SELECT **SUBMIT**

NOTE These are only requests, not actual schedules. Final schedules are determined by site admin.

ONLINE COURSE REQUESTS WILL BE OPENED FROM:

4/1 THRU 5/30