

Grapevine Colleyville ISD  
Requesting 2008-2009 Courses through the Skyward Family Access System  
Step-by-Step Instructions

Using a web browser, navigate to the “Skyward Family and Student Access” website at:

<http://www.gcisd-k12.org> then click on the  graphic.

Enter your unique user ID and password (provided on the back of this page) into the login screen.

Click on the “**Courses for 2008-2009**” button on the far left of the screen under the “**Course Requests**” area. Be sure the correct high school is selected from the drop down box at the top of the page.

There are three tabs at the top of the 2008-2009 “**Course Requests**” screen. Select each tab area by clicking on the tab at the top.

- The “**Available**” tab displays all courses that are available for you to choose from during the 2008-2009 school year.
- The “**Selected**” tab shows courses you have already chosen for the 2008-2009 school year. The first time you sign in to the student access there will not be any selected courses on this tab.
- The “**Update Requests**” tab is where you choose the courses you want to request for the 2008-2009 school year.

To request courses for the 2008-2009 school year, choose the “**Update Requests**” tab.

1. Locate and highlight the first course you would like to request in the “**Courses Available**” box on the left of the screen.
2. Click the “**Add Course**” button at the bottom of the “**Courses Available**” box.
3. The highlighted course will move to the “**Courses Requested**” box on the right.

Continue the process of selecting the courses until all courses you wish to request for the 2008-2009 school year appear in the “**Courses Selected**” box on the right.

If you wish to deselect a course that appears in the “**Courses Selected**” box, highlight it in the box and click on the Remove Course button at the bottom of the “**Courses Selected**” box. This will move the course back to the “**Courses Available**” box on the left.

Click the “**Logout**” button in the upper right of the page to close your session.

You can return to the Skyward Family Access website to review and/or make course selection modifications at any time you wish until midnight on **February 22, 2008**.

**\*\*\*PLEASE EXPECT THAT THIS WEBSITE WILL EXPERIENCE HIGH VOLUME  
RIGHT BEFORE FEBRUARY 22; THEREFORE, WE RECOMMEND YOU COMPLETE  
THIS PROCESS AS EARLY AS POSSIBLE.\*\*\***

If you have any questions or need additional assistance with the course selection process, please contact the counseling office. **For technical difficulties, please use the troubleshooting tips on the initial log-in screen.**