

2020-21 Online Registration in MyAHA

- * All returning students must have their parents respond to the email link from TADS by January 17th.**
- * If parents complete re-enrollment process in TADS, students will then be able to register starting on Wednesday, January 29th.**
- *Students will request courses in MyAHA**
- * Registration window is January 29th to February 7th**
- * February 5th “D” Study Homeroom will be time to choose courses in MyAHA if you haven’t already done so**

Requesting Courses for 2020-21

- Students will log in to MyAHA using their email address and normal myAHA password.
- academyofholyanimals.org/myAHA
- Once they've logged in, click on "Course Requests"

A student's MyAHA page will look like this. On second menu row, click on the "Course Requests" tab—which will bring students to this screen.

The screenshot displays the MyAHA user interface. At the top, there is a navigation bar with several tabs: "My Day", "Classes" (10 Classes), "Groups" (3 Groups), "Resources", "News", and "Calendar". Below this is a secondary menu bar with "Progress", "Schedule", "Assignment Center", and "Course Requests". The "Course Requests" tab is highlighted with a red circle. The main content area is divided into two columns. The left column lists various subjects with their respective offerings and request counts:

Subject	Offerings	Requests
English	6 Offerings	0 Requests
Fine Arts	38 Offerings	0 Requests
Free	7 Offerings	0 Requests
Math	30 Offerings	0 Requests
Physical Education	17 Offerings	0 Requests
Science	9 Offerings	0 Requests
Service Requirement	3 Offerings	0 Requests
Social Studies	3 Offerings	0 Requests

The right column features a "View" dropdown set to "All year" and a summary of requests per term:

1 1st Trimester + 1 2nd Trimester + 1 3rd Trimester + 0 Any term requests = 1 Requests per term

Below this summary is a table of course requests:

Course ID	Course Name	Term	Request Status
1	Church & Paschal Myst.	1st Trimester	Request icon, Lock icon
2	Sacraments	2nd Trimester	Request icon, Lock icon
3	Morality	3rd Trimester	Request icon, Lock icon

Current Freshmen & Sophomores will already have 3 theology courses entered.

**Do not select additional theology courses when selecting other courses.*

Current Juniors will still need to select their 3 theology courses.

The screenshot shows a user interface for course selection. At the top is a navigation bar with the date 'JAN 8' and 'My Day'. Below it are icons for 'Classes' (10 Classes), 'Groups' (3 Groups), 'Resources', 'News', and 'Calendar'. A secondary navigation bar contains 'Progress', 'Schedule', 'Assignment Center', and 'Course Requests' (which is highlighted).

The main content area is split into two columns. The left column is a list of course categories with their respective offerings and requests:

Category	Offerings	Requests
English	6 Offerings	0 Requests
Fine Arts	38 Offerings	0 Requests
Free	7 Offerings	0 Requests
Math	30 Offerings	0 Requests
Physical Education	17 Offerings	0 Requests
Science	9 Offerings	0 Requests
Service Requirement	3 Offerings	0 Requests
Social Studies	3 Offerings	0 Requests

The right column shows a 'View' dropdown set to 'All year'. Below it is a summary of requests per term:

Term	Requests
1st Trimester	1
2nd Trimester	1
3rd Trimester	1
Any term requests	0

Below the summary is a list of selected courses:

Course ID	Course Name	Term	Request Status
1	Church & Paschal Myst.	1st Trimester	Requested
2	Sacraments	2nd Trimester	Requested
3	Morality	3rd Trimester	Requested

Courses are listed under departments (English, Fine Arts, Math, etc.)

Click the > next to a department to expand and view courses. For example, click the > by English to view English courses for your grade level. Courses are listed by name (Adv English 10) and by Trimester (1st Trimester-1 term). **You must choose three trimesters for year-long courses.**

The screenshot shows a user interface for course selection. At the top, there is a navigation bar with icons for 'My Day', 'Classes' (10 Classes), 'Groups' (3 Groups), 'Resources', 'News', and 'Calendar'. Below this is a secondary navigation bar with 'Progress', 'Schedule', 'Assignment Center', and 'Course Requests' (highlighted).

The main content is divided into two panels: 'Available Courses' and 'Selected requests'.

Available Courses: A list of courses under the 'English' department. The department is expanded, showing 6 Offerings and 0 Requests. The courses are:

Request	Course Name	Term
Request	Adv English 10 1 credits	1st Trimester - 1 term
Request	Adv English 10 1 credits	2nd Trimester - 1 term
Request	Adv English 10 1 credits	3rd Trimester - 1 term
Request	English 10 1 credits	1st Trimester - 1 term
Request	English 10 1 credits	2nd Trimester - 1 term
Request	English 10 1 credits	3rd Trimester - 1 term

Selected requests: A summary of the selected courses. It shows a 'View' dropdown set to 'All year'. Below this is a visual representation of the request counts:

0 1st Trimester + 0 2nd Trimester + 0 3rd Trimester + 0 Any term requests = 0 Requests per term

At the bottom, there is a search bar with the number '1' and a search icon.

To select a course & add it to your requests, click on the “Request” to the left of the course. It will then be listed on the right side of your screen under “Selected requests”. Choose courses so you have 7 for each trimester. Remember to include study halls or Commons.

The screenshot shows a user interface for selecting courses. At the top, there is a navigation bar with options: My Day (JAN 6), Classes (10 Classes), Groups (3 Groups), Resources, News, and Calendar. Below this is a secondary navigation bar with Progress, Schedule, Assignment Center, and Course Requests (highlighted).

The main content area is split into two columns. The left column lists courses with a 'Request' button, course name, and term. The right column shows a summary of selected requests and a list of those requests.

Request	Course	Term
Request	Adv English 10 1 credits	1st Trimester - 1 term
Request	Adv English 10 1 credits	2nd Trimester - 1 term
Request	Adv English 10 1 credits	3rd Trimester - 1 term
Request	English 10 1 credits	1st Trimester - 1 term
Request	English 10 1 credits	2nd Trimester - 1 term
Request	English 10 1 credits	3rd Trimester - 1 term

Summary of Selected Requests:

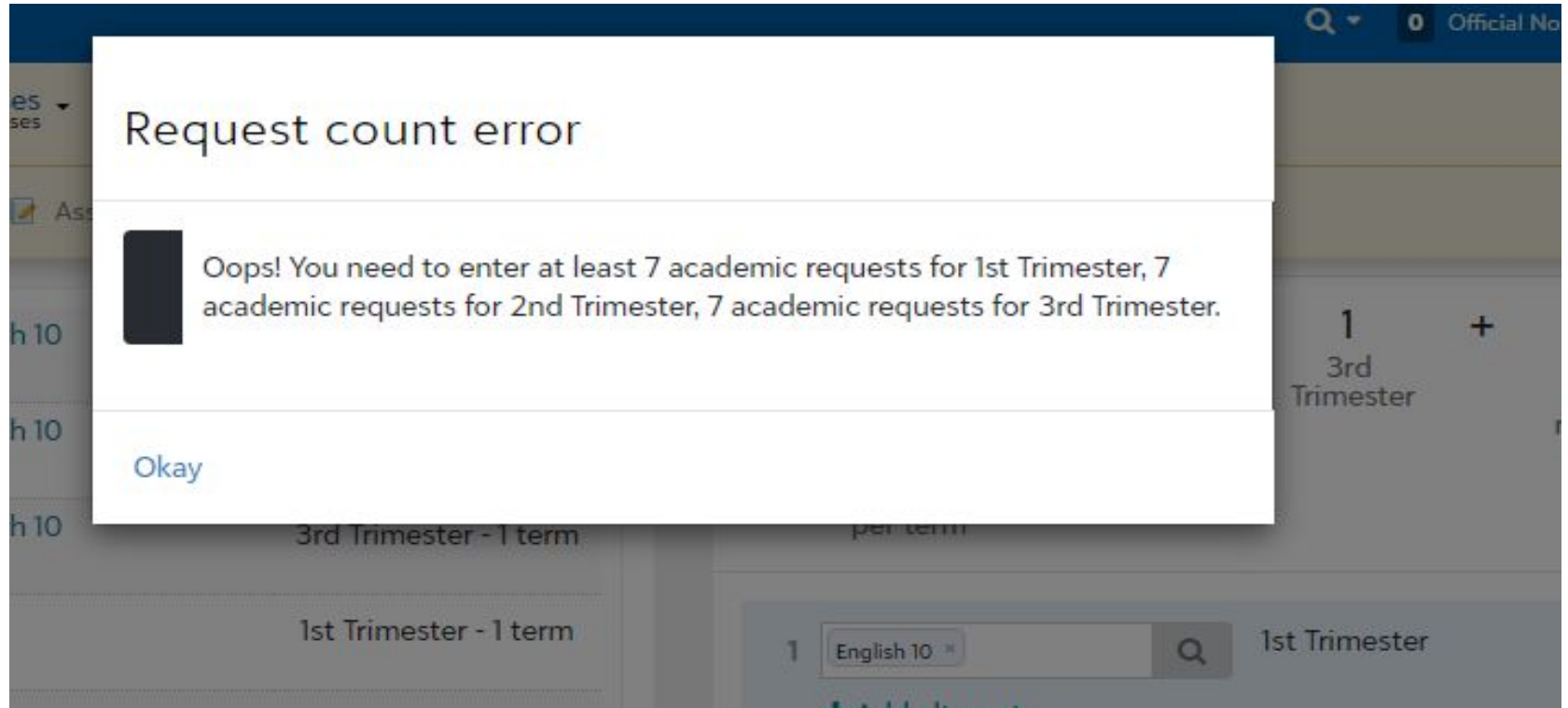
$$1 \text{ 1st Trimester} + 1 \text{ 2nd Trimester} + 1 \text{ 3rd Trimester} + 0 \text{ Any term requests} = 1 \text{ Requests per term}$$

Request ID	Course	Term	Actions
1	English 10	1st Trimester	[Add alternate] [Remove]
2	English 10	2nd Trimester	[Add alternate] [Remove]
3	English 10	3rd Trimester	[Add alternate] [Remove]

At the bottom left, there is a section for 'Fine Arts' with 38 Offerings and 0 Requests.

You will get this error message if you click “Save” before you have 7 courses selected for each trimester.

Click “Okay” to go back to the screen to select requests.



Choose "Save" when you have 7 +7 + 7 courses listed for 1st, 2nd, & 3rd trimester. Your course requests will then be saved in MyAHA.

Course requests for 2020 - 2021

You must choose 7 courses for each trimester for a total of 21 courses. This includes Study Halls or Commons.

Available Courses

> English

6 Offerings **3 Requests**

Request ▾	Adv English 10 1 credits	1st Trimester - 1 term
Request ▾	Adv English 10 1 credits	2nd Trimester - 1 term
Request ▾	Adv English 10 1 credits	3rd Trimester - 1 term

Selected requests

View All year ▾

7 + **7** + **7** + **0**
1st Trimester 2nd Trimester 3rd Trimester Any term requests
= 7
Requests per term

Save

Next Steps

- *A list of course requests will be available to parents in late February/early March
- *Parents & Students should review course requests and notify the counseling department if any changes need to be made by **MARCH 20th**
- *There will be a \$35 schedule change fee for any changes after March 20th
- *Please note that course offerings are not finalized until August. Requesting courses does not guarantee the course requested will necessarily be scheduled.
- *Please contact us with any questions

Sarah Taffe (Last names A-L)

Matt O'Leary (Last names M-Z)

staffe@ahastars.org

moleary@ahastars.org