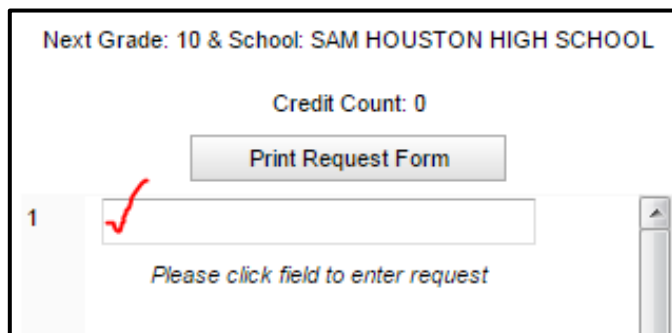


Student Login Directions: Lafayette Parish

1. Obtain a student username and password from your school.
 - **NOTE:** *For questions about usernames or passwords, please be sure to work with your school officials.*
2. Go to **www.lpssonline.com**
3. In the upper portion of the webpage, click on the link labeled "Parent Command Center", then "Parent Portal". This will bring up the Lafayette Parish Student Progress Center website.
4. Enter your **User Name** and **Password**, then click the **Login** button.
5. Click on the various tabs such as *Attendance, Grades, Progress* and *Transcript* to see details about these areas.

Student Entry of Course Requests

1. Login with your student **User Name** and **Password** as described in the steps above.
2. Click on the **Requests** tab on the far right.
3. Click in the first blank to begin selecting your requests.



Next Grade: 10 & School: SAM HOUSTON HIGH SCHOOL

Credit Count: 0

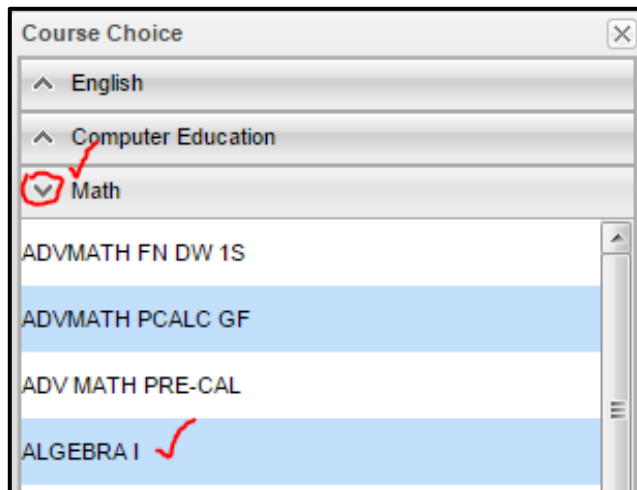
Print Request Form

1 ✓

Please click field to enter request

Detailed description: This screenshot shows a web interface for entering course requests. At the top, it displays 'Next Grade: 10 & School: SAM HOUSTON HIGH SCHOOL' and 'Credit Count: 0'. Below this is a 'Print Request Form' button. A table with one row is visible, containing a red checkmark and a red circle around the number '1'. Below the table is a text prompt: 'Please click field to enter request'.

4. A pick list of courses by group will appear. Click on the group name, then select the desired course.



Course Choice

English

Computer Education

Math

ADVMATH FN DW 1S

ADVMATH PCALC GF

ADV MATH PRE-CAL

ALGEBRA I ✓

Detailed description: This screenshot shows a 'Course Choice' pick list window. It lists several course groups: English, Computer Education, and Math. The 'Math' group is selected with a red checkmark. Below the groups, a list of specific math courses is shown: 'ADVMATH FN DW 1S', 'ADVMATH PCALC GF', 'ADV MATH PRE-CAL', and 'ALGEBRA I'. The 'ALGEBRA I' course is highlighted in blue and has a red checkmark next to it.

5. Repeat for each course until you have the needed number of credits shown at the top of the screen.
6. Click "**Print Request Form**" if a printed form with signatures is needed.