Course Request Enrollment Directions

1. Go to [https://bvpo.bluevalleyk12.org](https://bvpo.bluevalleyk12.org) and click on I am a parent (ParentVue) or I am a student (StudentVue).

2. Enter your Username and Password to access your account (ParentVue/StudentVue).

3. Select “Course Request” from the HOME screen.

The Home Screen is where you can see current events from your school; access the School Calendar, Course History, Course Request, Grades, etc.
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4. To begin selecting your course offerings, please click on “Click here to change course requests”

5. You are now ready to start searching for course options by:

   - Select a Department from the dropdown (ex: English Language Arts, Mathematics, Science, etc)
   - Type the Course Title in the search field, the available matching courses will display
   - Type the Course ID in the search field, the available matching courses will display
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6. You are now ready to make your selection. On the wanted course, please click “Add Request” or “Add Alternate”

7. Repeat Steps 5 and 6 until you have entered your desired summer course request.
   ***Do not use the Back button in your browser, please use the buttons within the program.***

8. When you have completed selecting your course, Click “Close” in the upper-right corner.